**HOWARD COLLEGE**
**LIBRARY COMMITTEE MEETING**
December 12, 2014   1:00 p.m. (San Angelo)

**MINUTES**

<table>
<thead>
<tr>
<th>VISION: To be a leader in education for Learning, for Earning, for Life!</th>
<th>VALUES: An institution working as one that:</th>
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<td>MISSION: Working as one, Howard College builds communities through quality, innovative education for lifelong learning.</td>
<td>• Focuses on who we serve;</td>
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<td>QEP: (In Progress)</td>
<td>• Provides quality innovative instruction and services leading to successful outcomes;</td>
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<td>• Utilizes effective and efficient processes, policies and procedures;</td>
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<td>• Demands a culture of personal and institutional integrity and accountability;</td>
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<td>• Fosters an environment of high academic standards, exceptional performance and service by all; and</td>
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<td>• Values the individual employee.</td>
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| Present: | Luis Kincade, Pam Callan, Kleo Hidalgo, Sonia Gonzales, Linda Marino, Jay Hall, Annessa Hays, Nancy Treadwell |
|Absent due to other commitments: | Amy Burchett, Buzz Refugio, Annie McKinnon |
|Absent for unknown reasons: | Mike Burrow, Josh Hicks, Cheng Tan, Karrah Epperson |

### District Update and Big Spring Library

1. Database purchases
2. Textbooks on reserve
3. Extended hours for finals
4. Library infrastructure

1. Luis said he will likely purchase the Mometrix and AtoZ World databases. The Mometrix database is cheaper than purchasing the printed test preparation books. At the Big Spring library the top three circulated books are Mometrix. Kleo said the AtoZ database is a guide to each country like the CIA World Factbook but in more detail. She added a couple of instructors expressed interest and said it would be useful in anthropology, history and government as a one-place stop to do research.

2. Luis said he sent out an email to the faculty on the Big Spring campus to please place any surplus textbooks on reserve. Sonia asked if this meant she should purchase textbooks. Luis replied no, because it would take more than her entire book budget.

3. Luis said the Big Spring Library had extended hours for finals week (2 hours extra Sunday, Monday, and Tuesday) and that Sunday went well but that he was alone for the last 70 minutes on Tuesday. He added in the future he would likely extend hours to 4 extra on Sunday, 2 on Monday and 1 on Tuesday with the option to extend depending on circumstances. Kleo stated she extended the San Angelo Library hours by 30 minutes but only had one person on Monday. She added that next time she would only extend hours on Monday.

4. Luis commented on the library infrastructure at the Big Spring Library. He told the committee that 2 new printers had been installed but they were awaiting the delivery and installation of 2 more printers and 33 public computers.
### San Angelo Library

1. **St Johns site library support**
2. **Big Read Program**
3. **Library infrastructure**

1. Kleo remarked that students have access 24/7 to electronic resources via the library homepage, research guides are available online and in print format, the SA Librarian does research and library presentations upon request, the SA librarian is available extended hours 7 days a week via email, and the SA library is open 54 hours a week during spring and fall semesters.

2. Kleo said the San Angelo library intended to participate in the Big Read program. She elaborated that Big Read = 1 book 1 community. Everyone reads the same book. Public library, schools, ASU, churches, HC participate with programs open to everyone. Event will take place October 2015. The author will be Edgar Allen Poe.

3. Kleo said they had completed the move to the new library and everyone was loving it. She was still waiting for 5 new printers and 15 new computers to be purchased and installed. She added that the 2 printers they have are barely keeping up with their 40 computers and that students were having to wait in a line reaching to the front door. She said they really needed the printers fast.

### SWCID

1. **Library infrastructure**
2. **Deaf Collection**

1. Sonia said the IT department had ordered her computers and printers and that they should be coming in this week. Luis added that the lack of new computers in the Big Spring Library is hurting students because few DVD players still work and none have Office 2013, a major inconvenience for some students.

2. Sonia said she was working on the deaf collection to obtain visual aids for the interpreter training program and the deaf paraprofessional programs so she is ordering a lot of videos and different resources that are signed. She asked how her wall space could be renovated to accommodate a larger collection. At this point there was some audio difficulty and Sonia said she would email Luis.

### Miscellaneous Input

1. Annessa Hays commented her daughter’s college had a fee for everyone to have Office 365 so all papers were in the same format.

2. Jay Hall asked how reference book use could be tabulated and about the possibility of fundraising. Luis replied that reference book use was way down due to the internet and that use could be roughly tabulated by what is left out on tables. He added that fundraising was a lot different for academic libraries than public libraries and that it usually involved grants. Kleo added she looked into library grants and they were scarce for academic libraries. She added her library relied on donations of local public libraries for fiction books.
### 3. Linda Marino said she was very impressed with Sonia and that she gave the stunts a lot of support.

### Next Meeting

Luis asked the group if it was a good time and date for the meeting. Annessa Hays suggested the group meet before finals week. Luis asked if Friday worked for everyone. Sonia said Friday was a perfect time and asked how often the group met. Luis replied the group generally met once each year unless special circumstances required it meet more often. There being no other business the meeting was adjourned.