Richmond Academic Library Consortium

Minutes of Public Services Committee

March 4, 2003, 9 am

Ellen Andes, Chair

Location:

University of Richmond

Present:

Lucretia McCulley, Keith Weimer, Andy Morton, Jeanne Scott, Felicia Vann, Christine Stachowicz, Pam Foreman, Lillian Williams and Ellen Andes

Business:

Final preparations for Spring meeting with guest speaker Lee Strickland were discussed.

- The committee decided that it would work best to have the speaker present from 10 to noon, take a lunch break and then continue with the speaker from 1 – 3. This time frame includes Questions and Answers
- Ellen will talk with Fran Egan, Library Secretary, at UTS regarding lunches and regarding dinner on the 28th with Library Director, Daniel Vann.
- Ellen will send out reminders to RALC listserv. RSVPs will be requested. Additional reminders will depend on the response, but a final reminder will be sent out the week before the event.
- We will install the new chair and chair-elect at the end of the meeting.
- There will be a brief wrap up after the speaker is finished

In response to a request from the RALC Board of Director’s meeting, discussion followed on

- Charge or mission of the Public Services committee
- Goals of the committee
- Responsibilities of the committee chair.

The charge or mission of the committee is to:

- Provide opportunities for continuing education in the public service area.
• Foster communication on public services issues both through formal meetings and through informal e-mails.
• Make recommendations to the Board of Directors.

Goals of the committee will include:

1. To have a yearly continuing education program.
2. To have representation from each school

Specific duties will include:

1. To Provide ILL statistics for print materials to the Film/Coop chair
2. Plan programs using program forms and permissions.
3. Post a program report
4. Provide program evaluations
5. Discuss policy issues (ex. RALC passes)
6. Post minutes to RALC Web site.
7. Committee should have a business meeting in the Fall at which time they can plan for a spring meeting.
8. The spring meeting will be a program.
9. An additional spring meeting may be called if needed to plan for the Spring program.

Responsibilities of the committee chair (and chair-elect):

• Pass on information to the chair-elect
• Update contact information
• Contact individuals for office of chair-elect
• Plan, with the assistance of the chair-elect, the Spring meeting
• Organize at least two meetings a year, a business meeting in the Fall and a program meeting in the Spring
• Call for additional meetings as necessary

Discussion followed on whether the chair and chair-elect positions should be for one or two years. The consensus of those present was that each position should be for one year, because in effect each person serves two years, one as chair-elect, the second as chair.

General discussion followed. University of Richmond members reported that they are going to a 24/5 service for Thursdays through Sundays. Starting at 1 a.m. two security guards will man the library.

We talked about the wonderful new coffee bars at VCU and at TMC. Both libraries have seen an increase in their gate count.

Those libraries that are offering a live reference service, report little usage.
The committee meeting adjourned at 10:25.

Public Service Committee members joined with Film/Coop members for a presentation by Paul Porterfield on the “Use of DVDs in Higher Education.” Following that, members enjoyed box lunches and had time to visit with each other.