

Present: Ann Breitenwischer, Scott Atwell, Melinda McMartin, Julia Buryk, Maureen Watson, Ali Konieczny, Deborah McGowan, Kristy Motz, Rick Bearden, Fran Rosen, Dave Scott, Jodi Shepherd, Paul Kammerdiner, Leah Monger, Richard Cochran.

There was discussion about the report submitted by the Marketing team. The report contained 4 main recommendations: the creation of a standing committee which would include librarians plus a staff person; and administrative support, including an allocation of money to spend on promotional materials, a student to help create displays and other materials, and, access to a color printer. The marketing/promotion committee can help promote library events.

Paul pointed out that Instruction sessions, including links on class pages & handouts, are important for promotion of library resources & services.

Melinda pointed out that some events happen every year and we can have flyers on hand & then update them as necessary. We can also have a coordinated plan for what we are promoting. Melinda really liked the small scripts in the report that spelled out what we are trying to promote, and suggested that if we're going to promote services within FLITE we should mention display cases.

Paul said that marketing is something we've needed for a long time. He said maybe \$500 won't be enough for a year's worth of marketing expenses. Richard said that Media Production doesn't charge FLITE for work, and that a budget of \$1000-\$1500 should be doable. Richard praised Jodi for doing a wonderful job.

Julia pointed out that the marketing committee hopes more people will participate. Ann said that now if we have an event we're working on, we should bring it to the committee so they can help & so they can coordinate promotional activities. Ann suggested that there be other items for us to give away to promote FLITE, and we should also have stuff to pass out among visitors, like when conferences are hosted at Ferris.

There was some additional discussion about committee formation and having a student assigned to the committee.

Richard reported from Dean's council. The post tenure review form has been revised. Richard noted that there is a separate form for the librarians. Richard & Rick will talk about a schedule for post tenure review. Richard mentioned the department head search & said he is picking up touch-base & departmental meetings.

There was some discussion about new computers & about Office 2007.

There was final discussion about the Index weeding project.