

Present: Maureen Watson, Ali Konieczny, Yuri Konovalov, Dave Scott, Fran Rosen, Scott Atwell, Ann Breitenweischer, Melinda Isler, Leah Monger

The charge statement from the Media Distribution Project Team was presented. The charge was submitted by Paul on behalf of the team consisting of Paul, Scott, Dave & Fran. Dave said the idea to form a team started when Reinhold Hill told Dave there is a budget of \$2000 for maintenance of the Media Distribution collection & that this amount would be added to the library's base budget.

Rick pointed out that these kinds of teams need a way of being done so he had asked Paul to add a final paragraph about ending the work of the team. Ann said she is concerned about reporting before the final report which is due December 2009. She'd like to know what is going on by Spring 2009. A line will be added to the 3<sup>rd</sup> paragraph indicating that the Team will keep librarians informed of progress. Once this change is made the revised charge will be submitted to Leah & the team will start to function.

Leah reported that the covering on the front stairway should be replaced by Jan 9, 2009.

Leah reported back from Dean's Council. They heard from Pam Hughes from Purchasing about the new Purchasing cards. The cards will be issued to individuals. There will also be a new traveling card, which would let Purchasing track travel expenses better & maybe negotiate for better deals, but the traveling card will require the individual to pay it off herself.

Rick van Sant spoke about a possible grant from the Africa-US Higher Education Initiative. Faculty will be invited to participate

There was a discussion about caps for online courses. There probably will be a new Task Force or Team to discuss online courses.

Leah brought a pile of FSU table skirts. Dave took charge of them & they will be available with the marketing & promotion materials.

Rick summarized response to his last distributed draft of the position description for the Dean. He incorporated many suggested changes, but he pointed out that he tried to keep the posting as generic as possible, since specific details will change over time. He also made changes to make the position description congruent with the posting. Ann suggested that we should move forward on this. Leah will forward the position description to the VPAA.

Ali mentioned that training for targeted announcements is just about finished & she wondered if she or somebody else in the library should be trained to do this. There was

some discussion about restrictions on targeted mailings, and Melinda thought there probably isn't a category that library mailings would fit.

FSU students will be switched from imail to gmail starting around Jan. 5<sup>th</sup>. Their email addresses will end in "@ferris.edu". Students will have a single sign-on, so when they logon to MyFSU they'll be in their email as well.