

LIBRARY ADVISORY COMMITTEE MEETING MINUTES
Weinberg Memorial Library
Wednesday, February 25, 2025

The meeting came to order at 11:36 a.m., by Dr. William Miller.

Present: Dean George Aulisio, Dr. Anthony Betancourt, Dr. Lori Bruch, Mr. Brian Castrogiovanni, Prof. Marleen Cloutier, Dr. Tracey Collins, Dr. Cara Craig, Prof. Kate Cummings, Mr. Phil Erb, Dr. Christopher Fremaux, Dr. Joyanna Hopper, Dr. Jennifer Kaschak, Prof. Michael Knies, Associate Dean Jean Lenville, Prof. Bonnie Markowski, Dr. Robert McCloskey, Dr. William Miller, Prof. Linda Mlodzienski, Prof. Ian O’Hara, Mr. Spencer Owens, Dr. Kimberly Pavlick, Dr. Ben Willis, Prof. Donna Witek, Dr. Patricia Wright, and Dr. John Zych.

Unable to Attend: Dr. Deborah Budash, Prof. Colleen Farry, Dr. Michael Fennie, Dr. Jakub Jasinski, Dr. Michael Landrum, Dr. Nathan Lefler, Dr. Yibai Li, Prof. Sylvia Orner, Dr. Masood Otarod, Dr. Christos Pargianas, Dr. Virginia Picchiatti, Prof. Sheli Pratt-McHugh, Dr. Paul Sampson, Dr. Jong-Hyun Son, and Dr. Katorah Williams.

I. Approval of Agenda and Minutes

Dr. Bruch motioned to accept the agenda, seconded by Prof. Cummings.

Dr. Miller motioned to approve the minutes, seconded by Dr. Bruch. The minutes were accepted as written.

II. Dean’s Report (Dean Aulisio)

1. Position Updates

- **Library Services Coordinator & Library Services Clerks**
 - Pat Savitts, previously Circulation Coordinator, has transitioned to a Library Services Clerk role.
 - A search for a new Library Services Coordinator is underway, with on-campus interviews for four candidates.
 - Two candidates have been interviewed, with two more scheduled. The goal is to make an offer within two weeks, aiming for an April or May start date.
 - Mrs. Savitts is still assisting with coordinator duties during this transition.
- **Media Resources Coordinator & Media Clerks**
 - Mrs. Sharon Finnerty, the previous Media Resources Coordinator, retired in January.
 - Evening clerk, Ms. Maggie Churilla, also retired, leading to a loss of two-thirds of the department’s staff.
 - The decision was made not to refill these positions; instead, services have been redistributed (to be discussed in Item 4).

- Margareta Gilhooley has been reassigned as a Library Services Clerk at the Library Services Desk.
- **Collection & Resource Management Librarian**
 - Prof. Sylvia Orner is on leave for the semester and is expected to return in May. She is currently not checking emails.

Q&A:

- **Where should students go for help finding textbooks and reserve materials?**
 - The Library Services Desk is the main point of contact for all inquiries.
 - Staff at the desk will assist or direct students to the appropriate personnel.
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2. Suspension of Electronic Resources Subcommittee

- The subcommittee was planned to be launched at this meeting, chaired by Prof. Orner.
 - Responsibilities included reviewing database usage statistics and renewal costs.
 - With Prof. Orner's leave, managing this task is currently unfeasible.
 - The subcommittee is suspended until Fall 2025.
 - **Concerns:** If a major budget cut occurs, resource decisions may be less informed, though no immediate budget cuts are anticipated.
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3. Ordering Library Materials

- Requests for new materials should be directed to Ms. Tiffany Ash or Dean Aulisio.
 - Ms. Ash will continue sending department letters detailing remaining budgets for acquisitions.
 - Automatic email responses from Prof. Orner will direct inquiries to Ms. Ash or Dean Aulisio.
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4. Media Resources and Public Performance Rights

- **Ordering Media Resources:**
 - Previously handled by Mrs. Finnerty, now directed to the Dean's office.
 - Immediate requests should be sent to Dean Aulisio, who will coordinate with Ms. Ash for purchases (e.g., DVDs) or streaming media licenses.

- **Public Performance Rights:**
 - Requests for public performance rights should be directed to the Dean, who will assess availability and facilitate access.
- **Reserves and Media Collection Transition:**
 - DVDs are now stored downstairs, while cases remain in the Ed Lab/Media Resources space for browsing.
 - Faculty and staff can take a case to the Library Services Desk to check out the DVD.
 - The Media Resources Room is planned to be converted into an open student space over the summer, pending university funding.
 - As part of this transition, VHS tapes are being reviewed for deaccessioning. Faculty are encouraged to review the 2025 VHS Inventory List available on the Library Advisory Committee page and indicate any titles that should be retained or replaced in an updated format.
 - VHS tapes not marked for retention will be removed from the collection.

Q&A:

- **Can the library track VHS circulation to determine necessity?**
 - VHS circulation records are available by call number, but no VHS items have been on reserve in the past five years.
 - Faculty are encouraged to notify the library if they require replacements in updated formats.

5. WML Glossary – Work in Progress

- Dr. Miller previously requested the development of a glossary to clarify acronyms and key terms frequently used in meetings.
- To address this, a *WML Glossary* has been created as a living document, housed on the Library Advisory Committee documents page.
- The glossary will:
 - List terms alphabetically, including any associated acronyms.
 - Provide concise definitions to keep explanations clear and accessible.
 - Include relevant contacts for specific topics where applicable.
- This is an evolving resource and is still a work in progress. Many entries are placeholders, and definitions will be refined over time.
- Team members are encouraged to contribute by flagging missing terms or providing more accurate definitions.

- If a term comes up in a meeting that is unclear or missing from the glossary, please notify the team so it can be added.

III - Library Faculty Reports

1. Bonnie W. Oldham Library Research Prize (Prof. Donna Witek)

- **Annual Student Award:** Recognizes outstanding student research projects completed in Intercession or Spring 2025.
- **Application Deadline:** Monday, May 5, 2025.
- **Outreach:** Marketing push includes emails to students and faculty.
- **Judging Panel:** Seeking faculty judges from all three colleges and the library.
 - Three prize levels: 100-level, 200-400 level, and graduate-level.
 - Judging occurs the week of May 5, 2025.
 - Notification of winners: Monday, May 12, 2025.
 - Award ceremony: Friday, May 16, 2025.
 - Call for judges – at least 1 per college.

2. Affordable Learning Grants (Prof. Kate Cummings)

- **Spring and Summer 2025 Awards:** Granted to:
 - Dr. Michael Crowell (Physical Therapy)
 - Dr. Brian Snee (Communications & Media)
- **Upcoming Grant Applications:** Due April 20, 2025, for Fall 2025 courses.
- **Judging Panel Volunteers Needed:** Judging on April 28, 2025.

3. Archives & Special Collections Updates (Prof. Michael Knies)

- **New Acquisitions:**
 - **Paul Kanjorski Congressional Papers:** Approx. 200 boxes are arriving within a month.
 - **ICS Notebooks:** Scranton-based International Correspondence Schools (ICS) materials are being digitized.
 - **Faculty Scholarship Exhibit:** Call for recent faculty publications in May 2025.
 - **P.W. Costello Drawings:** WML has acquired portrait drawings of turn-of-the-century celebrities.

- **Eberhardt/Scipioni Memorial Collection:** The Library is honoring a former Special Collections staff member through materials from Fritz and Trudy Eberhardt, known for bookbinding and penmanship.
- **Upcoming Exhibits:**
 - **Environmental Art Show** (Prof. Marleen Cloutier)
 - **Faculty Scholarship Exhibit** (May 2025)
 - **P.W. Costello Portrait Exhibit** (Date to be determined.)
 - **St. Oscar Romero Exhibit** (March-April 2025)
 - **Memorial Exhibit for Special Collections Staff Member, Christian Scipioni** (Date to be determined.)

4. **The Environmental Art Show:** The exhibit can be viewed in the Charles Kratz Scranton Heritage Room of the Weinberg Memorial Library from April 7-16, 2024. A preview reception is scheduled for Friday, April 4th from 5-9 p.m.

V. New Business (All)

Dr. Miller spoke about calls for faculty judging participation.

- Encourage junior faculty to engage in service through:
 - **Library Research Prize judging**
 - **Affordable Learning Grant judging**
- These opportunities provide valuable service experience and help faculty establish a record of service within the university.

VI. Adjournment

- **Next Meeting:** Scheduled for **Tuesday, April 29, 2025**, at **11:30 a.m.**
- Dr. Bruch motioned to adjourn, seconded by Prof. Witek.

The meeting was adjourned at 12:33 p.m.

- Respectfully submitted by Kym Balthazar Fetsko