Governance/Policy Advisory Committee
Spring Meeting Minutes
April 18, 2018

Voting Members Present:
Tony Abbate
Sunem Beaton-Garcia
Rolando Garcia
Sherrie Sacharow
Dawn Smith (attending on behalf of Carol Hixson)
Patricia Willems

Guests:
Rich Ackerman
Lisa Amato
Gloria Arcia
Andrew Dutka
Gayla Jauch
Farley Leiriao
Jan Rothhaar
Suzette Spencer

Sunem Beaton-Garcia called the meeting to order at 2:04pm.

MINUTES AND BYLAWS
Sunem asked if there were any changes to the fall minutes or revised bylaws provided to the committee members in their meeting folders. The committee approved both the minutes and bylaws as written.

PRESENTATION OF UCL BUDGET
Gloria Arcia reviewed the UCL budget and said the rollover will be expensed out by September 2018 for renovations scheduled to begin soon in the library. We start construction on May 10th and are to be finished by August 20th. We anticipate spending the entire amount by September. We will have a breakdown of expenses afterwards.

In July, we should have a finalized itemized budget to share. Sunem noted that we also plan to provide quarterly budget reports to FAU on an ongoing basis.
LIBRARY RENOVATIONS UPDATE
Sunem noted that we originally planned to conduct the remodeling in phases; however, due to the budget it was decided it would be more efficient to do the remodeling all at once.

As noted earlier, renovations are set to begin May 10th and we are preparing for the construction kickoff by clearing out the affected spaces.

Sunem said moving the FAU Lab from Room 103 into the larger computer lab space (Room 104) is part of our renovations. If anyone has any branding suggestions they’d like to make as part of this move, Sunem asked that the FAU group please let us know. She also asked if FAU wants to move their printer into their new lab or leave it in the current room which will become our Print Shop. Tony Abbate and Farley Leiriao said they’ll decide what will be the best option for students and get back to us before August 20th.

Suzette Spencer added that she spoke with Jasmine Morales who works in IT at FAU and we are due to refresh the computers in the FAU Lab sometime after June 30th. She asked that everyone keep that in mind during our renovations.

PARTNERING IN CAMPUS EVENTS
The “Genocides of the 20th Century” exhibit which was housed in the UCL since January has been successful with several tour groups coming in to visit during the past several months. The exhibit will be dismantled on April 25th. Dr. Steven Roper from FAU coordinated the exhibit’s stay at the UCL and has expressed interest in having future events/exhibits hosted here in Davie. Sunem asked that FAU please let us know if there are other campus events being planned in which we could partner. Once the first-floor renovations are complete, we will have space for events in the rear of the first floor. We have already used that space for our annual Literary Festival events such as our Multilingual Poetry Slam and Student Research Showcase, for instance.

LIBRARY ADVISORY COMMITTEE UPDATE
Patricia Willems provided an update from the spring Library Advisory Committee (LAC) meeting. She said it was a positive meeting and she enjoyed getting a tour of our public service areas. She was surprised to learn more about our resources such as the ability to rent laptops, the fact that we have a collection of children’s books, and to hear about Archives and Special Collections. She was also impressed that professors don’t have to bring their class to the library, but rather can have a librarian come to their class to discuss information literacy.

Sunem gave a recap of the LAC meetings held so far and discussed that we have given the committee more details about our Technical Services (e-resources, databases and collection development) and Public Services (Reference, Circulation, research appointments and library instruction) areas to ensure our committee members are fully aware of our resources and can help us promote our services to students and faculty.
RECOGNITION OF UCL RETIREMENTS
Sunem recognized Associate Dean, Technical Services Rich Ackerman and Faculty Librarian Jan Rothhaar as they will both retire this summer. Rich retires on June 30th after 7+ years with Broward College and Jan retires August 31st after 31+ years at Broward College. Sunem reviewed their significant contributions to the library during their time with the College and thanked them for their many years of service.

LIBRARY VACANCIES
We have one open position in Technical Services and will also soon have Rich and Jan’s positions open. We are already working to post and fill two of those positions.

Sunem mentioned we will tweak Jan’s position before posting it. Jan is a faculty librarian and we want to change this to a director-level position. This would move a faculty line back to our Reference Department and add a director position to supervise the Technical Services team. We are changing Rich’s title to Associate Dean, Library Access and Discovery, so the title better reflects what he does and the services he oversees. And, we are also considering possibly tweaking the Associate Dean, Public Services title (Suzette Spencer’s position) to make it clearer that she oversees all areas of the library which interact with the public.

OTHER BUSINESS
Tony suggested a “Did you know?” type of promotional area in the lobby of the library to promote items we offer like children’s books that people don’t realize are housed here. He also suggested we could work with Dunkin Donuts to promote the library. For instance, we could have Dunkin Donuts patrons answer questions about the library and if they answer correctly, they could get a free donut or something along those lines. There was additional discussion about promotions of collections specifically related to pathways, etc. and Sunem noted that we would consider these ideas.

We have been discussing partnerships downtown with both FAU and the Broward County Public Library System, so there will be more to come on those discussions in the future.

During our next GPAC meeting (typically held in November), we will plan to tour the University/College Library and check out the renovations as we expect them to be completed by late August 2018.

ADJOURNMENT
Having no other business, the meeting was adjourned at 2:48pm.