Queensborough Community College
Of the City University of New York

Minutes of the Library Committee
A Standing Committee of the Academic Senate

Date: May 8th, 2013
From: Joanne Chang
To: Dr. Emily Tai, Chair of the Academic Senate Steering Committee
    Dr. Lana Zinger, Secretary of the Academic Steering Committee

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The meeting began at 12:00pm and ended at 1:00pm

Committee members in attendance: Prof. Diane Carey, Prof. Joanne Chang, Prof. Danny Mangra (Steering Committee Designee), Prof. Jeanne Galvin, and Prof. Liz Di Giorgio

1. Approval of April, 2013 minutes
2. Professors Galvin and Di Giorgio attended the Student Activities Committee meeting on April 24th, 2013 in order to find ways to extend library hours and gather different opinions on what students need in terms of space, computers, copy machines, etc. Library Committee members will make inquiries to SAC to see if they can run an on campus survey to assess the needs of students in terms of library use. Professor Galvin brought a sample library survey for the SAC Committee to consider. Professor Ted Rosen will explore alternative funding options to extend the library's hours on a trial basis, and as an experiment to show the actual usage of the library during extended hours.
3. Prof. Galvin expressed the possibility of the library opening at 7:30am on weekdays, ready for students to come in at 8am in Fall 2013 on the trial basis. It averagely costs $100 for each extra hour that the library is open. A choice of partially opening the 2nd library and floor front desk will be considered.
4. Library elevator and disability access:
   - Needs 2nd floor automated door for disabled students
   - Possession of elevator keys in the library can be provided by the filling in paper work at Health Services. The key gains access to the elevators of all buildings on campus.
   - Wheelchair access from the ground floor at the Computer Center in the back of the library is available.
   - Prof. Chang suggested the committee to walk through the wheelchair access to the elevator to understand the access the library offers for disabled students.
5. Distribution of Long Range Plan of QCC by Prof. Di Giorgio, which includes information for library development.
6. Preparation of annual report and prioritizing of issues for committee chair to address.
   - Library physical working space issue: for both faculty and students
   - Discussion of library hours
   - Archive/digitalize Academic Freedom books and resources in the library

7. Bruce Naples, Director from Academic Computing and eLearning Center opens the lab at 8:30am and closes at 8:45pm. It may be another option for the computing center to open late after the library closes. Alternative sources of funds, suggested by Professor Ted Rosen, for extending library hours on a trial basis is brought up.
8. The library's 2nd floor gate counts the number of people in and out. It is not 100% accurate but the library owns a fair amount of data of people counts at the circulation desk as well as the reference section.

Submitted by Joanne Chang