

Minutes
Archway Public Services Committee
September 21, 2007
Meramec Campus
9am – 11am

Attendance: Roger Thomas, Celia Bouchard, Jeff Papier, Sue Morgan, Kathy Schlump, Abby DeShane, Teri-Ann Wallace, Genie Klein, Ying Li, Sharon Fox, Janice Hovis. Guest: Carol Bennett.

1. **Call to order.** Roger called the meeting to order at 9:10 am. Janice agreed to record the minutes for this meeting. We began the meeting with introductions, since there were several new members present.
2. **Additions to the agenda.** Ying requested that an around-the-table for news and announcements be added to the agenda. Carol mentioned that she had information to share about catalog issues, which could be included in the discussion on Web page redesign.
3. **Keyword Search Tips.** Janice brought up the need to update the Search Tips on the Keyword Search screen in the Archway catalog. The Search Tips are no longer accurate since the implementation of WebPAC Pro. One major difference is the use of quotation marks for phrase searching. A brief explanation of relevancy ranking would also be helpful on this page. Several ideas for improving the Search Tips were discussed. Jeff and Janice will begin work on a draft revision of the Search Tips page and solicit input from other staff and committee members.
4. **Web page redesign and catalog design issues.** Carol said that the Archway catalog page redesign is still in the works, although it has been delayed. She also stated that the request for Cover Art has gone forward, and is now pending. We looked at the current Archway catalog. Some changes have occurred this week, including a change in placement of the “Request” and “Save Record” buttons in result lists. The “Request” button is now labeled “Place a Hold” but it will be changed back to “Request.” Several suggestions were made, including placing the “Request” button above the “Save Record” button and perhaps changing the wording of “Save Record” to “Add to folder” or “Add to bookbag.” The need to take a closer look at the design of the catalog was noted, now that WebPAC Pro has been implemented and immediate concerns addressed. This may be a future task for this committee or a subcommittee.
5. **Review draft of Committee Document.** Kathy had e-mailed a draft of a document which describes the committee’s charge and basic functions. Both the text of the draft document and the functions described in the document were discussed. We decided to change the co-chairs of the committee (with staggered 2-year terms), to one chair and one chair-elect. The chair-elect would also serve as recorder. Roger will continue as chair for the current academic year, and Teri-Ann, the new co-chair, will serve

as chair-elect and recorder. We also decided to change the name of the committee to ArchPub so that it would correlate to the ArchTech committee. The draft document detailing these changes is appended.

6. **Update of committee members.** Roger sent around a contact list so that everyone could update their phone and e-mail addresses. We have several changes in membership. Abby DeShane represents the new SLCC-Wildwood campus. Jeff Papier is the new circulation manager at SLCC-Meramec. Janice Hovis has moved from the SLCC - Florissant Valley campus to the Meramec campus. Sharon Fox is the new reference representative from SLCC-Florissant Valley, and Celia Bouchard represents reference from SLCC-Forest Park.

7. Around the table and announcements.

- Ying brought an announcement from Stephanie Tolson. The MOBIUS Catalog Design Advisory Committee (MCDAC) has asked for volunteers of public services librarians to participate in a work group that will help evaluate WebPAC Pro in the MOBIUS catalog. Anyone interested should contact Steve Wynn.
- MCDAC will also discuss removing the clickable location codes in the MOBIUS catalog. These can be confusing to patrons since they often list several libraries that share the location code, and patrons mistakenly assume that all of these libraries hold the item in question. Archway Steering Committee is in favor of removing these. We have no objections.
- Ying brought up the issue of patrons not having remote access to databases on the last day of the semester because of expirations.
- Sue announced the opening of the Arnold Education Site.
- Genie Klein announced that she will retire in December.

The meeting was adjourned at 11:20 am.

ARCHPUB

CHARGE:

ArchPub is the public services advisory committee established by the Archway Cluster. ArchPub is charged with discussing and making recommendations to the Archway Steering Committee about issues that affect public services for the member libraries of the Archway Cluster.

MEETINGS:

The committee will meet at least once a year and other times as needed. SLCC-Meramec Library is the normal meeting place.

MEMBERS:

Members are selected by the managers or directors of the Archway libraries.

CHAIR & CHAIR-ELECT:

The committee will be headed by a chair, with a chair-elect servicing as recorder. The chair and chair-elect will be selected by the committee on a rotating basis, with a member from SLCC serving as chair every other year. The chair will serve for one year beginning with the 1st meeting after the start of the academic year.

Duties of the chair include but are not limited to:

- Set and distribute meeting agendas,
- Schedule and conduct meetings,
- Facilitate discussion and communication among members,
- Communicate with Archway Steering Committee,
- Ensure that a member of ArchPub attends Steering Committee meetings. (Usually the ArchPub member from the library hosting the Steering Committee will attend).
- Keep the MCO Website updated in regard to current committee membership and scheduled meetings,
- Finalize and post committee minutes to the MCO website.

Duties of the chair-elect include but are not limited to:

- Taking minutes at meetings,
- Serving as chair of the committee in the absence of the chair.

MINUTES:

The chair-elect will send a draft of the meeting minutes to the committee members via email for corrections and additions. Once corrections have been made, the chair will declare the minutes approved as written and post them to the MCO website.

Date : September 21, 2007