

**Library Committee**

**Meeting of Thursday, April 19 2018**

**Room 4D06**

**MINUTES**

**Attendees**:

Ian Hansen (faculty, Behavioral Sciences), Syeda Hussain (student), Njoki Kinyatti (administration, Library), Lilly Mathew (faculty, Nursing), Daniel Phelps (faculty, Performing and Fine Arts), Meredith Powers (faculty, Library), Andrea Silva (faculty, English), May Thu Thuway (student), Peter Tighe (administration, Information Technology)

**1**. The meeting was called to order at 11am and maintained a quorum through its adjournment at 11:55am

**2.** With Meredith Powers moving and Daniel Phelps seconding, the CLT approved unanimously the previous CLT minutes from December 12, 2017.

**3. NEW BUSINESS**

**A**. **Report on the library budget:**

Njoki Kinyatti reports that the library continues to face a budget crunch, with insufficient funs for the current programs, including masters’ programs. Requirements haven’t even yet been clearly identified making it difficult for funding needs to be estimated. The library can make an approximate estimate on the basis of the costs of other schools’ masters degree programs. By this measure, the library’s operations are very underfunded. Njoki Kinyatti has nevertheless submitted an estimated budget request for Financial Year 2019.

**B**. **Motion to bring these funding issues before the Senate again.**

i. Andrea Silva moves and Njoki seconds

ii. Unanimous approval**.**

**C**. **Report on the room reservation system:**

Peter TIghe reports that the room reservation system overlaps with the PC reservation system. High school students from Queens High School of Sciences need to access library resources also. IT is testing a solution to enable this. It is currently possible to reserve a PC and a room for a window of time, but there is still a manual lock on the door of the room. IT is working on having a locking system interact with reservation software. Peter needs to talk with the vendor of the reservation software before implementation, however. One of the obstacles to this change in the system is that Public Safety has no yet started using proximity cards for students. These are only available for faculty. So IT still needs to work out a communications process to promote the reservation system.

**D. Report on using keycards at a turnstile to access the library.**

Keycard access is also affected by students not having proximity cards. Compliance with the Americans with Disabilities Act for perimeter doors at the college might well affect progress on building turnstiles as turnstile construction would likely be coordinated with moves to become ADA compliant. This is an issue that goes beyond the library. The Library is interested in the time line for ADA and turnstile implementation to the extent such implementation affects the library. It would at least be helpful to know when the project will start. Njoki Kinyatti notes that most other CUNY libraries have turnstiles.

**E**. **Motion to bring turnstile concerns before the Senate**

i. Meredith Powers moves and Andrea Silva seconds to bring the following wording to the Senate:

The CLT requests details on the plan for implementing both ADA compliance and turnstiles for the library as part of the general construction of turnstiles at the perimeters of campus. Are turnstiles on a project request list?

ii. Unanimous approval**.**

**F. Report on using keycards at a turnstile to access the library.**

Peter Tighe reports that currently guest passwords last for a long period of time, too long a period. There is a possibility of delegating to the library (from IT) the ability to change guest passwords. Peter will report back on that next time. In general, IT is working towards having more complex passwords for all network-related activities at York, including email, etc.

**G. Report on library printers.**

Peter Tighe reports that IT bought two new printers for the library in replacement for two troublesome ones. The hope is to refresh as many of the library printers as judged to be necessary. These new printers are LED, not laser. Peter says it would be a good idea to have staff to keep their eye on printers so that paper jams do not render machines unavailable for extended periods of time. This might be a good job for a work study student.

**H. Other updates**

Peter Tighe said he will email the CLT with the other updates regarding progress on additional book scanners and Microsoft Purchase Pro laptops.

**I. Elections of Chair and Secretary for Fall 2018 Spring 2019**

i. Njoki nominates Andrea Silva and Meredith Powers seconds. Unanimous support.

ii. Daniel Phelps self-nominates for secretary. Meredith seconds. Unanimous support.

**J. Reports to the Senate**

Meredith Powers and Daniel Phelps both offered to present the CLT report to the Senate on April 24, 2018, 12noon to 2pm.

**K. Adjournment**

Daniel Phelps moves and Meredith Powers seconds. Unanimous assent. Meeting adjourns at 11:55am