

Library Assessment Committee (LAC)

Minutes

Tuesday, September 18, 2012

10:00 a.m., CL 1009

Committee Members

Present: Marlene Porter, chair; Thomas Atwood, Laura Kinner, Elaine Reeves, Dave Remaklus

Absent: Valerie Brown, Jolene Miller

- I. Meeting was called to order at 10:30 a.m.
- II. Minutes for 21Aug2012 were approved with corrections.
- III. Update on Action Items
 - a. Survey Policy – J. Miller absent and no report
- IV. Survey Updates
 - a. University Libraries 2012
 - i. Switched to Mid-October 2012
 - ii. M. Porter distributed copies of slightly revised surveys for each library
 - iii. Requested to add option “Print” to question 2 for Mulford
 - iv. M. Porter will send out dates for comment**
 - v. M. Porter will email Alice Crosetto concerning money from the Friend’s of the Library fund** for candy to give users who complete the surveys
 - b. Carlson Reference 2012
 - i. Switched to November
 - ii. M. Porter will send out dates and copy of survey for Library Assessment Committee (LAC) comments**
- V. University Assessment Committee update
 - a. M. Porter reported on the University Assessment Committee presentation at the President’s senior leadership meeting. Assessment is now front and center on his agenda.
- VI. New Items:
 - a. Suggestion Box/Email (University of Toledo Libraries)
 - i. This was prodded by an item from the yet to be completed library strategic plan
 - ii. Boxes
 1. **L. Kinner will investigate ordering 2-3 boxes** for Carlson; Mulford already has a few
 2. Discussion occurred about where to place the boxes in Carlson, suggestions included in the concourse, on the first floor within the library but not near a service desk, on the 2nd floor
 3. Mulford will have boxes on the 4th and 5th floors
 4. It was noted that social media is monitored but the group decided this was too difficult to narrow down for tracking

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- iii. Suggestions forms were discussed. It was recommended that they maybe be 4x6 inch pre-printed cards. More discussion needs to occur concerning what should be on the card
- iv. **L. Kinner will investigate golf pencils** for housing at the boxes
- v. **M. Porter will set up a Google suggestion form** (it was discussed about a Gmail account but upon investigate, this is not needed)
- vi. D. Remaklus agreed to have Vicki Leidy collect the forms and compile the results; **he also will request to have Wade Lee set her up with a LibGuide account** for use in disseminating the feedback to the suggestions.

VII. Adjourned at 10:59am

Action Items highlighted in **bold red**

Respectfully submitted by
Marlene Porter, LAC chair