

APRROVED
Statewide Storage Task Force Agenda
Minutes
Monday, January 11, 2010
10:00 am – 11:30 am
Conference Call

Members Attending: Emmett Denny, Maris Hayashi, Jennifer Kuntz, Dan (FSU), Frank Allen, Cathy Martyniak, Robb Waltner, Marilyn Burke, Patrick Profeta, Linda Butson for Cecilia Botero, Rita Cauce

- I. Updates
 - a. Review and approval of December minutes
 - o Minutes were approved and can be posted on the official website
 - b. Interim Storage Site
 - o Before the break, Ben & Cathy went to four different industrial park warehouse spaces with 6,000-10,000 square feet w/2-3 miles from the facility we currently have. There is no AC in any of those buildings. There are a few more facilities to review in town that are further away than the others. Cathy can give more information in February.
 - c. Other?
 - o Jennifer from FCLA updated the group that she has information to share with the group on how to handle FCLA materials in ALEPH, she'll send an update on the listserve.
 - o Rob asked for an update on the reason we're looking into interim storage. Cathy reported that we do not enough space in ALF to satisfy space needs statewide through the next 2/4 years.
 - o Emmett asked what type of shelving we'd have in the interim building. Cathy answered that the original thoughts were we'd try to store collections that had an electronic access piece, so they might not need to be taken out of the boxes. The boxes would be numbered and there would be a list of what's in each of the boxes if there was no E access elsewhere.
 - o JSTOR update: First phase (400 hard science titles) of inventory is completed at UF. Cathy will post the inventory in the Wiki for everyone to review. These titles circulation policies will be changed and they'll be for building use only. Will the excel have call numbers? Cathy is going to ask and update later.

- II. Survey: Questions, Comments, Concerns, Timeline
 - UF is still working on completing their portion.
 - Cathy asked if filling the survey out was difficult. The only comment was that they had to go out and measure linear feet, which is something they've never done before.
 - Cathy has some questions, do the questions need to go to the Dean or the person on the task force. It was decided that it should be directed towards the member of the task force & they will forward as needed. Cathy would like to speak with Frank Allen after the conference call.
 - More questions: Robb updated that their deans have not completed the survey yet and they'd like an extension if they do not meet the deadline.

- III. Overview of Wiki
 - Problems? Emmett didn't get an invitation for the Wiki, Cathy sent him another invitation during the meeting.
 - The group logged into the Wiki and Cathy navigated with the group through the entire site to show the features.
 - Group is encouraged to add agenda topics.
 - One person can edit at a time.
 - Ben has sent Cathy some updates to improve the Wiki
 - Include some historical documents

- IV. Wrap-up Scheduling
 - a. Next Meeting, February 8th
 - b. Brainstorming for next steps
 - i. Preservation and Conservation
 - 1. Discuss what shape materials should be in that will be sent to the high density facility.
 - ii. Review of Documents for Currency
 - 1. Cathy's been communicating with other Universities that have a storage facility.