**Library Learning Resources**

**Division Council Meeting**

**Wednesday, May 21, 2020 2:30 – 3:30**

**Present:** Crystle Martin (CM), Moses Wolfenstein (MW), Gema Perez (GP), Erika Yates (EY), Sheryl Kunisaki (SK), Carla Cain (CC), Anne Palmer (AP), Gary Medina (GM)

**Guests:** Camila Jenkin, Claudia Striepe, Amy Budzizc, Lisa Hall, Donna Baldwin

**Approval of Minutes –** Minutes for April will be available for review in the June Division Council meeting

**Updates**

* Budget cuts likely, but extent is unknown.
* Purchasing for the year is complete.
* Receiving of items has begun.
* Sent draft of return to campus plan to Dr. Shankweiler.

**Policy Committee** - CJ noted that the Committee is already up and running. Members include herself, CM, SK, AJ and AB. She further outlined the Committee’s review process:

* Identifying policies that are current or in need only of minor formatting adjustments;
* Sending these policies to the area of origin so they can be classified as either Policy or Procedure;
* Policies that have to undergo a significant review process will be forwarded to the area of origin for revisions and to be classified as either Policy or Procedure;
* Updated policies will go to the Signage Committee so they could be website-ready.

**Ricoh Printer Renewal** - GM and CM mentioned that the Ricoh contract is very expensive for the service we receive and that LLR should consider looking at other options. CC reminded the Council that it might be worthwhile to revisit the printing service we used before transferring to Ricoh.

**Return of Items** - GM described Circulation’s plan for book returns. SK and EY also reported on plans for the return of items like calculators and chrome books. Information on these procedures have been sent out to the campus.

**Bookstore Book drop stations** – CS mentioned that the Book Store is going to provide their own book drops and expressed her hope that theirs would not get mixed up with ours.