

Library and Learning Resources Division Council Meeting  
Minutes  
October 18, 2016  
2:30 p.m. - 3:30 p.m., DE 166

**Attendees:**

Rebecca Russell (RR)	Don Brown (DB)	Lisa George (LG)
Sheryl Kunisaki (SK)		Cindy Lopez (CL)
Mary McMillan (MM)	Gema Perez (GP)	Howard Story (HS)
Claudia Striepe (CS)		

**Approval of Previous Minutes**

Minutes for the previous meeting of September 20, 2016 were presented for review and approved.

**Emergency Phone Tree –**

The committee discussed options for developing an emergency contact phone tree. Some concerns include the need to

- Limit personal phone numbers to a few specific contacts
- Contact part-time and student workers

**Program Review (DB)**

Planning is progressing for program review of library and access services. DB shared an article with the librarians from Duke University about doing research via focus groups. The librarians met and agreed to use a focus group approach to research the library's future. There will be two types of focus groups –

- Student visions of the future
- Student use of discovery tools and the library website

Data gathering needs to be geared toward potential recommendations. There is still time for suggestions and changes.

The committee was provided with a handout listing items for program review that may or may not need funding.

RR noted that the marketing department is planning a redesign of the entire college website. Departments have been asked to contribute examples and models for reference.

There will be a TracDat training workshop on December 7. SK and DB will attend.

The committee discussed the annual plan and its entry into TracDat.

The library portion is typically done collaboratively by the librarians, the LRC portion by SK, and the Media Services portion by HS.

Plan items need to be measurable for assessment and evaluation.

The committee discussed the question of how we deal with student requests, by evaluating the requests and where they come from, addressing the immediate needs, and then incorporating the identified needs into the planning process as appropriate.

A suggestion was made that it would be helpful for staff to be more informed of the college processes for planning and decision making, perhaps via a professional development class or workshop.

### **Great California Shakeout Update**

The division is preparing for the earthquake drill

The division is awaiting more information to prepare for the upcoming Lockdown-Shelter in Place Active Shooter Drill on Wednesday, November 9.

### **Facility Issues**

- Faculty Senate Office
  - RR informed the committee that the current plan is for the Faculty Senate office to be temporarily located in Lib 273 for two years, while the Student Services Center is under construction. There is now concern that there might not be space for that office in the new facility and a new temporary location is being sought.
  - MM suggested that if that office is to stay in the library, perhaps in the Library West Basement, with the other faculty services might be a suitable location.
  - The division will need to consider the possibilities in our four year plan.
- Bathrooms, etc.
  - There has been some concern about coffee mess on the bathroom floors. This has been resolved as those using the coffee will switch to Kurig coffee maker.
  - The committee discussed the challenge of not having a suitable breakroom area for our many student workers and the need to figure out a solution.
  - Lib 166-DE room – still has a no food allowed rule because there is insufficient custodial service available. RR is consulting with Facilities about this.
  - MM requested that we ask for more regular sweeping / cleaning of stairwells.
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### **Social Committees, Employee Recognition**

This topic is forwarded to next meeting.

### **Other**

NM via CS proposes that the web address for the library be changed so that the division website is identified as LLR instead of as library in the URLs.

Thus -

From

[www.elcamino.edu/library/](http://www.elcamino.edu/library/)

to

[www.elcamino.edu/LLR/](http://www.elcamino.edu/LLR/)

The committee moved and accepted that we will make this request.