

Library Learning Resources Division Council
Meeting Minutes
December 12, 2018
3:00 pm – 4:00 pm, Library 202

Present: Cain, Carla (CC) Perez, Gema (GP) Medina, Gary (GM)
Josephides, Analu (AJ) Martin, Crystle (CM) Palmer, Anne (AP)
Kunisaki, Sheryl (SK) Yates, Erika (EY) Jenkin, Camila (CJ)

The meeting was chaired by CM and CM took minutes.

1. Approval of Minutes –The October and November 2018 minutes were approved.

2. Ethics Policy

- CM updated everyone on the coming Ethics Policy. The policy has now passed Academic Senate and will soon go to the Board of Trustees.

3. Library Room Use Policy

- AJ presented a draft document assembled by AJ, SK, and CM that outlined the intended use of LLR spaces.
- Feedback was given and representatives were taking the document back to their respective areas to gain more input. Feedback from the represented areas will be presented at the next Division Council meeting.

4. Children’s Policy

- SK and AJ brought forth a discussion of the current Children and Learning Resources Unit Facilities policy that was last revised in 2013.
- A discussion has been occurring in different areas of the Division concerning the classification of our computer labs as classrooms and what our policy and approach is to supporting students with children in the library.
- A workgroup consisting of SK, GM, AP, and CJ has been assembled to revise the policy.

5. Service Animal Update

- AJ brought an update about Service Animal Policies in the library.
- Rory Natividad and Gary Greco are working on a new Service Animal Policy.
- Special Resources Center is working on a policy covering Emotional Support Animals.

6. Annual Plan Rankings

- CM brought the results of the Annual Plan Rankings to the Division Council.

7. Winter and Spring Reference Desk Schedule

- AJ shared the Winter and Spring Reference Desk schedules with the Division Council.

8. Making Division Council meeting minutes available to the Full-Time LLR Personnel

- CC brought a request from her constituency that Division Council meeting minutes be shared after they are approved.
- CM agreed to send them out even though they are posted on the Division website.

9. Library Classroom Use Policy

- AJ brought forward an updated Library Classroom Use Policy that was approved by the Librarians Meeting for a vote by the Division Council. The policy was approved.

10. Others

- SK updated about how successful Finals Madness has been being held in DE 166 and Basic Skills for the first time. They have broke an attendance record every night and the ASO and students gave very positive feedback about the experience.