

Library Learning Resources Division Council
Meeting Minutes
March 22, 2018
2:30 pm – 3:30 pm, Library 202

Present:	Baldwin, Donna (DB)	Lopez, Cindy (CL)	Striepe, Claudia (CS)
	Hall, Lisa (LS)	Martin, Crystle (CM)	Yates, Erika (EY)
	Kunisaki, Sheryl (SK)	McMillan, Mary (MM)	
	Lau, Loretta (LL)	Medina, Gary (GM)	

The meeting was chaired by CM and DB took minutes.

1. Approval of Minutes –The February 2018 minutes was approved.

2. Strategic Planning

- CM will synthesize LLR's inputs into a report and share it with the division to allow everyone to vote on it.

3. Purchasing/Carpet/Painting Updates

- The Library hopes to purchase two new projectors for Media Services.
- New carpets will be installed at LRC during Spring break.
- The Reference and Reserves area and the Copy Room are next in line for carpeting.
- CS suggested that excess carpeting could be kept and used as spare carpeting for future needs.
- CM shared Facilities' recommendation to re-carpet parts that get a lot of traffic like the area from the door to Reserves.
- The Break Room and the Music Library are currently being repainted.
- CM commented that the newly-repainted announcement board in front of the Library already has some paint getting peeled off due to misuse. Several suggestions to address this problem were discussed. The Library could request that students or organizations use painter's tape to post announcements. LH suggested prior Library or Public Access approval before students could post announcements. Locked outdoor cases could also be used.

Even if these posters make the Library look vibrant as CD pointed out, this could turn into a management issue according to GM. CL suggested that the Library should probably not allow anyone to post announcements because 100% compliance to the Library's rules is not realistic.

- According to CM, the Library has already ordered LRC chairs and art rails.

4. OEI

- According to CM, Dr. Chris Gold is helping Distance Education with the online education initiative. Hopefully, El Camino College will be included in list of participating schools for the second round of the project. If ECC makes it, CANVAS will be free of charge to the

college. For its part, DEAC will work on training, waivers and evaluation. Distance Education/the Library will work with the ITS Department regarding the appropriate use of student identification.

5. Library Classroom Use Policy

- CS distributed copies of the Library Classroom Use Policy drafted and finalized by the Librarians. The template for this policy could be used as a model for other future Library policies.

6. Library Child Policy Update

- According to CM, the Dean's Council is still working on this policy. She will give the Division Council an update as soon as it's available.

7. Update on North Reading Room

- The dividers to some of the tables have been taken out by Facilities. The North Reading Room is being organized to provide students with areas for group study. Sensor modules for the sliding doors will be installed, the umbrellas for the patio area have already been shipped and the picnic tables will be painted as soon as Facilities has a budget for it. The umbrellas in particular will have solar panels to allow students to charge phones and tablets.

CM assured the Council that these new changes to the North Reading Room will be properly communicated to students through the use of signages and perhaps through special feature that Public Relations could run about the Library.

8. AIMS Report & Safety Concerns

- The Library has always been diligent in reporting incidents to AIMS.
- CM mentioned back-to-back incidents when Campus Police was called in by Library staff. It seemed the response of the officers on duty was not appropriate. To address this concern, CM met with Chief Trevis. According to the Chief, the Library can call on Campus Police at any time and regarding any concern.
- LL suggested that Lot C be freed up on Saturdays to provide more parking space to students and staff.
- CM reiterated that smoking near the exit door of the Library's south side is strictly prohibited.
- If there is official police business at the Library, the Council is requested that the Library be informed.
- In case anybody dials 911 by mistake, don't hang up. Tell Campus Police that 911 was dialed by mistake, otherwise, they will send their officers over to the Library.

9. Fines

- The Library is trying out a new approach to deal with fines. The Reserves section and the Music Library will still collect fines but they are no open to having the fines waived under certain conditions.

10.Guided Pathways

- CM and CL will make a presentation to LLR regarding Guided Pathways. This will take place during Spring Break.

11.Council of Chief Librarians Update

- According to CM, the Council of Chief Librarians will choose a library service platform that can “talk” to Colleague. This is expected to happen in June, 2018.

12.Active Shooter Drill Update

- LH thanked everyone who participated in the drill. She enumerated things that things that went well during the drill but pointed out that there are areas that need improvement. She also reiterated that reality will always be different and could cause unexpected challenges.
- It was pointed out that according to Chief Trevis, in reality the Library is not responsible for how people behave. Its main responsibility is the conduct of the “shut-down”.

13.Other Updates

- CM wishes to devote Professional Development Division Meetings to development. She will now give out Division updates every now and then via email. She encourages everyone to update her with milestones from each Library section so she can share the updates with LLR.

14.Future Agenda Item

- Rotating Division Council Membership (to give the others a chance to serve in the Council).