

## Library Learning Resources Division Council

### Meeting Minutes

October, 2018

2:30 pm – 3:30 pm, Library 202

Present: Jenkin, Camila (CJ)                      Medina, Gary (GM)                      Martin, Crystle (CM)  
            Baldwin, Donna (DB)                      Josephides, Analu (AJ)                      Palmer, Anne (AP)  
            Cain, Carla (CC)                              Kunisaki, Sheryl (SK)                      Hall, Lisa (LH)

The meeting was chaired by SK and DB took minutes.

1. **Approval of Minutes** – The approval of minutes was tabled until the next meeting.
2. **Mission Statement Vote** – A vote was motioned by A. Josephides and Seconded by G. Perez to adopt the Mission Statement “The mission of the Library and Learning Resources Division is to empower every student, and the ECC Community, with the knowledge, tools and life skills necessary to ensure success - through academic guidance, compassion, and encouragement.” The motion passed
3. **LLR 2020 Renovation Project** – Information was provided by A. Josephides that the renovation date for the library will be more in the 2028 range, per information received from Administrative Services at this time.
4. **Safety Binder** – A. Josephides introduced the topic of having a Divisional Safety Binder at all of the service counters in the Building. This started a discussion of creating a safety committee. The Council agreed that a safety committee would be a good idea, it will include the Building Captain, Floor Captain, and other Divisions members who are interested in participating. The committee will be responsible for developing and maintaining the safety binder, as well as holding safety meetings, and preparing the division for the Great Shake Out and Active Shooter Drills. moved to create the committee, seconded by S. Kunisaki. The motion passed.
5. **Earthquake Drill** – L. Hall, Building Captain, presented on Great Shake Out preparations.
6. **Patrols/Police Presence in the Library** – G. Medina described challenges staff have been having, especially in the evening when staffing is at a minimum. Other members of the Council echoed similar issues. C. Martin agreed to contact campus police to increase patrols in the evening.
7. **Policy on Animals** – S. Kunisaki brought materials forward to help clarify what to do in a situation when a staff member is unsure whether an animal in the library is a service animal. C. Martin distributed a one page handout, that was also shared with the Division at large giving the procedure for asking a patron if an animal is a service animal.

8. **Friends of the Library** – S. Kunisaki brought up an issue involving library cards issued to members of Friends of the Library. After a discussion about the history of the program, what it is now, the coming of OneCard, and the change in library system to the LSP, the Council decided that C. Martin should look into sunsetting the current Friends of the Library to be revisited after the new Library System is online.
9. **Other** – None
10. **Topics for the Future Agenda** – None