

Library Learning Resources Division Council
Meeting Minutes
November 20, 2017
3:00 – 4:00 Library 202

Present:	Baldwin, Donna (DB)	Lau, Loretta (LL)	Medina, Gary (GM)
	Gold, Christina (CG)	Lopez, Cindy (CL)	Perez, Gema (GP)
	Kunisaki, Sheryl (SK)	McMillan, Mary (MM)	Striepe, Claudia (CS)
	Hall, Lisa (LS)		

The meeting was chaired by CS and SK took minutes.

1. **Approval of Minutes** –In the minutes for October 11, 2017, under “DE Advisory Committee Update,” a request was made to change “...the topic will be an information item at the next Academic Senate meeting,” to “...the topic will have a second reading at the next Academic Senate meeting.”

2. What is my job?

- Everyone who works in the library has a responsibility to make all library patrons feel welcome when they come to the library. Our job is to foster a collaborative community and we should take pride in helping our students.
- We are all responsible for maintaining the safety and security of the building and helping students be successful. We must support everyone on the LLR team when it comes to safety and security.
- Many of our jobs overlap and reorganizations are a possibility with a new director; therefore cross-training is important for our operations.
- If one person has to take a later lunch, others need to be flexible so there is coverage where needed.
- Access Services has a list of each LMT’s responsibilities and this list is very helpful because it gives clarity to everyone in the department. CS said she would provide a similar list for other areas in the library.

3. Unit Updates

- LLR has been approved to hire two librarians: a systems librarian and an outreach librarian. The outreach librarian will support the embedded librarian program, assist with courses and reference, and act as a liaison to promote library activities to the campus community.
- Program Plan Rankings: CS and DB shared the program requests and rankings for the library and asked CG and SK to email program requests to DB who will consolidate all the requests for the division.
- The dollar amount being requested for each item should be included in the program plan.

- We were reminded that voting members for annual plan requests have a two-year term. It was suggested that Flex day is a good time to ask for new members to replace those who have met their term limit.
- Some members who ranked requests for the program plan have retired. In addition, we have an interim director who has been a voting faculty member. After some discussion, it was decided that the interim director would be a voting member and have the right to make changes as appropriate. This is often the practice of deans across campus.
- Our final recommendations are due in February 2018.

4. Facilities

- New carpeting that was damaged in the flood is expected to arrive in November.

5. Updating Layout & Content of Library Web Pages

- Large updates for the library webpages will be done when we get a systems librarian in place.
- Most of the dead links have been solved, but there are some dead links at the division and DE levels. DB and MM will work together to solve problems with links on the division web page.
- Since September 2017, efforts have been made to get the staff directory uploaded.
- Some El Camino publications such as the *Warwhoop* and *Union* have links that are not working; however, they are available through the digital archives. Links to publications will be addressed by the new systems librarian.
- The goal for the new website is to have full access to the College website with a smart phone.

6. Library Code of Conduct

- Since library patrons are not always students, the library needs a Library Code of Conduct in addition to the campus' Student Code of Conduct. A draft of the library document was given to all Division Council members to review and make suggestions. AJ and SK are on the Student Discipline Task Force and will share LLR concerns with the Task Force.

7. Maxient Reports

- Suspicious activity on the 1st floor east wing of the library was reported. The suspicious individual tried to open doors to room 105 and a faculty office.
- The LLR is keeping a record of all behavioral issues that happen in the library, so it is important to report any suspicious activity that is noticed.
- All LLR staff and faculty are not familiar with all the student and casual workers in the library, LRC, and Reading Success Center. Therefore, a suggestion was made that all casual and student workers be required to wear an identifying badge. This

requirement should extend to the Reading Success Center (RSC) staff because not all LLR staff and faculty are familiar with the RSC staff members.

- Student workers have reported that they are uncomfortable with their names on a badge while working in our public spaces. A template to identify student and casual workers as an employee will be created for Public Access workers. The LRC will create something similar.

8. Academic Senate

- The Academic Senate approved the proposal to become a Google campus.
- The director of Staff and Student Diversity is facilitating discussions to find equitable hiring practices by all member of our campus community.
- The Academic Senate has recommended that El Camino apply for the OEI course exchange. This could bring challenges to accessing our databases since students enrolled in these courses will not be in our systems.

9. OER Updates

- At the DE Institute, faculty shared how they use OER in their classes.
- Some colleges offer classes that are textbook free, and this is the direction the state wants to go.
- In January 2018, colleges will be required to indicate which classes are free and the community colleges have a common icon that will be used to make this designation.
- Some campus bookstores offer low-cost printing options for OER materials.

10. Party Planning

- For those who will attend the holiday party, a request was made to complete the online form as soon as possible.

11. Announcements

- Congratulations were given to Dr. Chris Gold who will be the dean of Behavioral & Social Sciences starting January 2018. She will be missed in the LLR.

12. Other

- Council members decided that we would provide food for the campus-wide holiday party on an individual basis rather than as a division.
- Public Access will participate in the "Decorate the Door" competition.

The meeting was adjourned at 3:50 pm

