

Unit Council Meeting Minutes – May 21st, 2013

LEARNING RESOURCES UNIT COUNCIL

May 21, 2013

3:00 p.m.

Present: Director Grigsby (AG), Sheryl Kunisaki (SK), Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Lisa George (LG), Moon Ichinaga (MI), Ed Martinez (EM), Noreth Men (NM), Howard Story (HS), Claudia Striepe (CS), Rebecca Wilson (RW), Susan Djokic (sd)

Please note: Minutes of the April and May Council Meetings will be approved at the September meeting.

Issues in the Library: Food/Noise/Security

Chief Mike Trevis spoke regarding increase of food, noise, thefts, in the Library. Call police for any disturbance; they will come.

Program Review Recommendations/Prioritization

DB discussed uniform layout format of Program Review. Addition of one more recommendation noted. Goals prioritization due at end of week.

SLO/SAILS

SAILS testing taking place end of the month. Room 10 will be used. LMTC may see students using computers to visit SAILS Test website.

LRU Library/Learning Resources Unit Survey - Comments

Most comments from survey about issue of noise in the Library. Also, if Library could open earlier than 8:00 a.m. Council will have further discussion regarding Library hours – expanding hours or realigning, whole facility or LMTC only. If any changes are made, it will not occur until fall.

Open House

AC will co-volunteer with CS to help plan Unit Open House. Planning will mostly be done through email since this last meeting of school year.

Orientation – Casual and Student Employees

Committee formed to plan new-hire orientation/training procedures/guidelines (and/or policy) handouts/video for both casual and student employees. Committee members: SK, SD, RW, sd, Albert Romero, and the new *Public Access Librarian*.

Staff Birthday Celebration Guidelines

Open party for all staff. Held in afternoon. Best to plan refreshments for 30 people.

Meeting adjourned 4:26 p.m.