

Unit Council Meeting Minutes – September 17th, 2013

LEARNING RESOURCES UNIT COUNCIL

September 17, 2013

3:01 p.m.

Present: Director Grigsby (AG), Sheryl Kunisaki (SK), Don Brown (DB), Seth Daugherty (SD), Lisa George (LG), Moon Ichinaga (MI), Mary McMillan (MM), Howard Story (HS), Claudia Striepe (CS), Susan Djokic (sd)

Minutes of the last two meetings approved.

Department Meeting Reports

Each Department/Group presented report and/or update. (At this time, no report from Public Access Dept.; for Librarians' report see *Minutes of Librarians' Meeting September 2013*.)

Program Review

Program Review Co-Chair DB presented portions of 2013 Program Review. Review will be submitted end of September.

Expectations

Responses to Flex Day activity *Your Vision for 2013-2014* compiled. Director Grigsby shared top results: receipt printer for Circulation, email notification for overdues/holds, expansion of library hours. Regarding expansion of library hours: Information given on costs, staffing needs, and possible ways to implement and still balance staffing requirements vs. budget. Additional discussion on expansion of hours will be held; topic will be brought back to Council.

Unit Open House

Open House 2013 Co-Chair CS reported on "Snapshot" Open House. Suggestions presented to increase student participation next Open House. Librarians plan to also discuss having an LRU/Library Orientation for students once a month and/or as students need it.

Casual/Student Employee Orientation

LRC invited Circ's Casual and Student Staff to attend their new hiree orientation. Future video training program will be created for new hirees.

Planning Timeline

Due date for Program Plan moved to November 15th. Director Grigsby will transfer 2013 to 2014 and notify when complete. Going forward, ECC requests regular operational items not be put into Plan Build.

Other

- Unit Representative – Area Council: DB current Rep. If interested in assuming post, please send email to AG.
- Tech Issues: Computer/software/printing related problems compiled. Will meet with ITS and address problems. Plan Build request for fulltime ITS staff dedicated to LRU has not been fulfilled yet.

- Name: Confusion over overlapping of terms in names LRC and LRU. Committee formed to research names other community colleges use to distinguish difference, conceive new name(s). Committee members: SK, HS, MM. Topic will be put on October agenda.
- National Library Week/Read Poster Event: Quick discussion on topic(s) held. Continue to think of ideas to expand event(s)/celebration, increase awareness.
- Be On the Look Out (BOLO): With respect to patrons banned from the Library: AG will verify if BOLO notices/list can circulate to all staff. Will let SK know.
- Database Access: Discussion held on ongoing issue regarding computer login capabilities by former students. If too many logins to the databases, the Library will be breaking vendor contracts.

Meeting adjourned 4:23 p.m.