

Library and Learning Resources - Unit Council Meeting Minutes 4/21/2015

Present: Mary McMillan (MM), Seth Daugherty (SD), Claudia Striepe (CS), Lisa George (LG), Don Brown (DB), Gema Perez (GP), Moon Ichinaga (MI), Alice Grigsby (AG), Sheryl Kunisaki (SK), Cindy Lopez (CL), Howard Story (HS)

Approval of previous Minutes:

Minutes of the last meeting (3/24/15) were accepted and will be posted.

SAO Update (CS, MM)

The librarians discussed the new arrangement of SAO's for the Library and Learning Resources Unit at their last meeting. The arrangement is now three teams, each with a general statement. The teams are encouraged to add SAO's as appropriate. There are also a few overarching assessments that are done by the unit as a whole.

The public service team is preparing the annual Library and Learning Resources Assessment Survey with the intent of having it ready by next week. There will be a print and an online version. The survey will be distributed in various locations in the library and run for a week. The council discussed possible ways to reach people who are not already in the Library.

Unit Mission Statement (AG)

AG provided the council with a copy of the Unit Mission Statement that has been in use for at least the last five years with the suggestion that we review it and consider whether, next fall, we want to continue with it as is, or make any changes to it.

Emergency Plans

Process –

The council discussed the process for using incident report forms to report and track incidents within the unit. The council agreed that we need to implement the use of the incident reports during the summer as a test pilot, and be prepared to make adjustments as we find that they are needed.

Recent security incidents and follow up (AG)–

Campus Police understand that they need to provide some information/explanation to relevant department heads when an incident involves that department's staff, even if they can't divulge everything.

The recent incident involving a library bomb threat on social media is still under investigation.

TracDat requests and progress report (AG)

AG provided the council with the updated list of requests, reorganized as requested by management. Funding determinations are in progress, hopefully to be complete by Fall.

Other**Public Address System enhancement –**

The PA system has been modified to allow for live announcements to override pre-programmed announcements when needed.

Acknowledgement of service

In light of her impending retirement, Don Brown spoke to thank Alice Grigsby for her service to the Library and Learning Resources Unit. He noted that she began as director during a rough time for the division. Some of her accomplishments during her tenure include:

- Making decisions with integrity, sincerity, wisdom
- Guided transition from the library's older integrated catalog system to a newer, high quality integrated library catalog system. Her background as a systems librarian helped us obtain a great system, and the funding to support it.
- Keeping the music library open.
- Bringing the unit back to a sense of restoration, with great patience after years of severe budget cuts and staffing losses.
- Keeping all unit staff working together as a team.
- Unit birthday celebrations.

Next Meeting: Fall 2015 - TBA