

Library and Learning Resources - Unit Council Meeting
Minutes
9/23/2015

Present: John Ayala (JA), Mary McMillan (MM), Seth Daugherty (SD), Claudia Striepe (CS), Lisa George (LG), Don Brown (DB), Gema Perez (GP), Moon Ichinaga (MI), Sheryl Kunisaki (SK), Cindy Lopez (CL), Howard Story (HS), Michele Whiting (MW), Noreth Men (NM)

Equipment Block Grant (JA)

The equipment block grant funding appears to be not for the division as a whole but for whiteboards for the Learning Resources Center and for some of the Library's group study rooms.

It was noted that painting the chalkboards with whiteboard surface does not work well. They need to be replaced with new whiteboards.

Friends of the Library funds (JA)

Computers are needed for the public access area. We will get two computers from the Foundation Friends of the Library funds.

We will get printers from another source. Three network printers are needed for reference, periodicals, and circulation per the unit plan.

Staff Staying Late (NM)

NM noted that some staff have been staying late. There is no policy or procedure for this. However, as a matter of safety and security, staff who stay late should notify campus police of their presence.

Room scheduling system (MM)

Public Services would like better communication regarding room bookings so that they know how to respond to requests to open rooms or to direct people seeking rooms. We need a way to keep the public service staff informed of room bookings and events each week.

MM suggests that we might be able to use the same software system that is being used for group study room reservations to facilitate this. She explained a couple of ways that we might use this system to keep the public service staff informed.

JA agreed that we should look at this option. MM will email information about it to the council members.

Other

Presidential forums will be occurring on October 5th and 6th.

Title IX training

Title IX Training regarding Sexual and Gender Based Misconduct - Guidelines for College Employees

Presented by Jaynie Ishikawa and Chief Michael Trevis

Division staff who have not already participated in this training arrived or stayed for this presentation.