

## Minutes of Librarians' Meeting 6<sup>th</sup> December 2013

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Alice Grigsby (AG), Moon Ichinaga (MI), Mary McMillan (MM)), Noreth Men (NM), Claudia Striepe (CS)

### AGENDA

**The minutes of the last meeting will be sent to Ms. Hairston and the Unit.**

**Planning, Assessing and Communicating Library Impact. CCL Workshop Report:** CS distributed a copy of the workshop powerpoint and summarized the contents, noting that the activities might form a basis for Professional Development Day exercises and planning. CS noted that the speaker advised being selective about which standards were addressed by any particular institution as not all were applicable or necessary to all situations. MM also noted that the standards were in the process of being changed. Other ideas included a better and more in-depth use of statistics to glean more and more useful information to drive initiatives like acquisitions and literacy instruction. The librarians had a brief discussion of different approaches to reference statistics counting and applications. We will follow up on this discussion in the new semester. Also noted was the advice to always set a realistic measurable outcome to allow for factors beyond our control and to allow room for growth, the idea of using things we already do to craft future SAOs, the necessity of balancing aspirations and reality, and of mentioning staff and funding needs that might accompany or impact SAO initiatives. AG also mentioned information from a recent webinar that detailed different ways of handling telephone reference questions.

### TECHNOLOGY

**Millennium Upgrade Report:** NM reported that the upgrade, done Thursday midnight, had been successfully completed. NM also proposed adding to the homepage a link to controversial topics series titles. All agreed that would be very helpful, and some suggestions for wording were given which NM will follow up on.

**OPAC Advance Search Option:** NM showed a proposal to allow a Reference location search and said that it was not currently possible but it could be done if Reference were added as a fixed field code in the bibliographic record. Opinions differed on how useful this option would be and AG asked NM to do a small pilot and bring the option back for further discussion in the next semester.

### RESOURCES

**Final Report "Bridging Cultures" Bookshelf:** AC reported that she had submitted the final report on the grant to the ALA. The report consisted of 5 questions: What Programs did we host? – We had showed the film "Koran By Heart" and one faculty member had linked her class to the film. What promotional efforts had we undertaken? – We had linked with Inglewood public Library and had flyers at both institutions. Had we involved other institutions and organizations? – the ECC student Muslim club, and Inglewood Public Library, Had we hosted any displays? – we had displayed the 25 books received for 1 month and could display the books again in conjunction with other events and cultural celebrations. The Oxford Islamic studies databases would be coming to an end in December. Usage of the database had not been tracked, but circulation statistics on the 25 books received via the grant had been noted.

**Database Updates:** MI noted that we have the license agreement for the ArtSTOR database. This is mainly an images database with paintings, sculpture etc., and the images can be enlarged for close study. It is searchable by artist and work and should be a valuable addition..

**Gale eBooks:** MI reviewed the different ebook vendors, EbscoHOST (=12thousand titles), Springer (5thousand titles), and Gala (35 titles) Both Springer and Gale have no limit on simultaneous users, and no DRM. Once a Gale title is searched an arrow shows linkable sections and is viewable as text or pdf. Please use the series more to get familiar with the options. Again the problem presentation of ebooks as

website OR electronic resource was discussed. It should be standardized to avoid confusion. Cataloging needs to check the 856 field and change it if necessary. It can be done as a global change. The librarians prefer the term ebook or electronic resource over website.

## **FACILITIES**

### **STAFFING**

**Part-Time Librarian Interviews:** AG asked for another volunteer for the interview panel. CS volunteered. AG went over the interview questions with the librarians and a few changes to the questions were noted. AG will get these to HR today so that the applications can be released to the interview team. AG will meet SD and CS after the meeting today to finalize a calendar.

**Summer 2014 Prioritization:** AG distributed a list of librarian prioritization for the Summer, noting that the 3 top priority librarians must each work at least one day more than other summer librarians to maintain the integrity of the priority list. The librarians will plan the summer calendar. Summer runs 48 working days, from May 21<sup>st</sup> through August 14<sup>th</sup>.

### **PLANNING**

**SAO Updates:** CS will finalize a request made at the Unit Council meeting, that all SAO team leaders decide on a particular semester to conduct team SAO assessments – hopefully it can be arranged so that the assessments alternate for better planning, work flow, and outcomes implementation. The Unit SAO assessments - Student Satisfaction Survey (Spring) and “get to Know Your LRU” (Fall) have been set. CS will also release a Progress Report on Unit SAO work for comment and submit to AG>.

### **PROFESSIONAL DEVELOPMENT**

**Professional Development Day:** formerly known as Flex Day, will fall on January 16<sup>th</sup> 2014. The Spring semester will begin Tuesday January 22<sup>nd</sup>. Half day attendance is required, and afternoon workshops will be optional. Vivie Sinoue of Etudes will be speaking.

### **MARKETING**

**MoneySmart Activity April 2014:** AG reported that Ms. Cooper of Financial Aid and Rebecca Cobb may collaborate with the Unit on this program. AG will put together a group to work on this activity for April.

### **OTHER**

**Unit Holiday Appreciation for Student/Casual Workers:** MM reported on her meetings with Ms. Lopez and Ms. Kunisaki re: the Student /Casuals Holiday celebration. The party will take place next Thursday 12<sup>th</sup> from 121:30 to 2:30 in the staff lounge /patio area. Student staff is looking forward to the event, although MM reported some dissatisfaction from the log-term casuals on dropping the pot-luck. Desserts will be on offer and games in the form of team trivia contests with prizes have been arranged. Ms. Lopez has obtained a donation of coffee and iced tea from Starbucks. Please donate to defray expenses, if you have not already done so, and please attend a portion of the event to show appreciation of the casuals and student workers. Although potentially 80 persons are accounted for, MM is planning for approx. 60 attendees over the 3 hour period. DB reported he will be hosting his own student event for the 5 music library students on Wednesday. He will liaise with his staff about covering the circ and periodicals desks to free un MM’s staff for the party.

**LRU Holiday Party and Closing Operations:** The Unit will close Friday 13<sup>th</sup> at 1pm, please plan for signage.

**Meeting Minutes:** In view of the fact that we are now to post minutes publically AG suggested revisiting our decision to have detailed minutes which could be misread and misinterpreted, in favor of brief minutes.

**New Faculty Learning Academy:** MM was pleased to share and report that new faculty were asked to speak on one highlight of their first semester at ECC and Dr. Tim Muckey spoke highly of his involvement with the library and librarians.

## Summary Minutes for General Distribution and Web Posting

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Cs/2013Dec