

## Summary Minutes for General Distribution and Web Posting

### **Minutes of Librarians' Meeting 14 February 2014**

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

Absent: Seth Daugherty (SD)

#### **AGENDA**

**The approved minutes of the last meeting will be sent to the Unit.**

#### **SAOs**

**LRU SAO Teams:** CS brought up issues related to the size of the teams, the inclusion of the ECE faculty, and involvement of faculty on more than one team. Once these issues have been addressed CS will update the team lists online.

CS asked about the advisability of all LRU staff being on a team, AG noted that, unlike the classroom, ALL LRU staff were seen as potential information sources and thus all staff should be working toward the Program objective of making students aware of the various resources offered by the Unit for student success.

NM added that the Book Collection/Public Service team had met yesterday and had a productive meeting re: the survey. NM will bring the team recommendations to the next Unit Council meeting for further input.

#### **TECHNOLOGY**

**"Impact Survey" for technology services:** DB reported on this survey developed by the U. Washington and the Bill & Melinda Gates Foundation. The survey costs money, but DB advised keeping an eye on it and seeing how other community colleges use the information. DB noted the possibility of using some of these questions in our own survey.

#### **RESOURCES**

**Status of Standing Orders:** AC asked the librarians opinion on keeping "The College Blue Book". All agreed to cancel the order.

**Faculty Collection – Final Dispensation:** AC met with DM and the Collection integration and weeding will proceed.

**General Weeding:** AC reported that the Q area project will continue at a reduced pace, with the part-time librarians checking the RCL from a printed list.

**Archives Processes for materials requests):** MM intends to immerse herself more in the Archives aspect of her job, and will therefore be spending Friday mornings in the Archives with Kathy, who had worked closely with EM and thus has the best knowledge of the current collection and its arrangement. MM's first priority will be to create a finding list do that items can be located and slowly organized.

**Herschenhorn Assignment:** CS reported a complaint from Prof. Herschenhorn re: her microfilm assignment. Please keep personal opinions from intruding into interactions with the students.

Long term strategy re: microfilm retention or discard will be revisited.

**Media Services and Films:** MI had a query re: Media acquisitions policy and librarian recommendations.

AG asked AC to meet with Mr. Story and discuss the matter. Once discussed, the suggestions can be brought to Unit Council for ratification. AG explained that traditionally only faculty used the films, and then only in the classroom. It was always a small collection, and now that faculty use other media, the collection is little used and/or added to. Mr. Story also has a small films budget, and so must spend it judiciously.

NM asked whether we should make the video collection available to students for check-out, and AG noted this might be worth discussion.

It was noted that MI is working on putting streaming video on the databases.

## **FACILITIES**

**Telesensory Machine Relocation:** The spare telesensory machine has been relocated to the Microfilm room. It is operational, and the periodicals and Reference staff can help with operation.

**Typewriter Update:** AG reported that the service vendor for the typewriter has had such small return on investment that he is going out of business and has taken the coin box out and cut the cable - although the typewriter remains.

## **STAFFING**

**LMT IV:** The position (12 month) was announced today. Three of the P/T librarians are on next Tuesday's Board agenda for approval.

## **PROGRAM PROGRESS/PLANNING**

**Women's History Month:** Team MM, CS, and AC submitted ideas, and the WHM Committee chose to hold a book discussion featuring Sonia Sotomayor's book "My Beloved World". D. Manno's office will publicize and cater the event, to be held 27<sup>th</sup> March during the college hour. The library team will lead the discussion. AC has ordered more copies of the title, and it is available as an e-book.

**READ Poster (National Library Week April 13-19):** MM brought a list of nominees to the meeting for discussion. MM will now mail the librarians a ballot, and collect the votes. AG and MM will then work with Public Relations re: the pictures and posters.

## **MARKETING**

**Library marketing Ideas:** AG suggested we table this as we have a lot of activities in the works.

**MoneySmart Activity April 2014:** AG reported that the Committee has met. Please pass along ideas and contacts to SD. One idea may be a "hybrid car" display. There will be speakers, and a Fair outside on the library lawn.

**Asian- American Pacific Islander Presentation question:** MI noted she has previously requested funds from Ms. Biggars. AG directed her to Linda Beam.

Cs/2014Feb.