

Summary MINUTES of the LIBRARIANS' MEETING –Sep. 3rd, 2015

Location: Office of John Ayala (Interim Director)

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

AGENDA

- 1. APPROVAL OF PAST MINUTES:** The minutes of the meeting of May 8th were approved via e-mail and will be distributed.
- 2. DISCUSSION:**
 - A. Librarian Assignment Changes – Public Access Librarian reassigned to Electronic Resources:** JA discussed this potential move with the VPAA who noted it would be JA's prerogative to allow this.
 - B. Faculty ID Process:** The body discussed what, if any, positions the librarians would want to request. MI has not yet officially put in for retirement but JA noted that the proposed intent would be enough to go out for a replacement position. Replacement positions also go through the Faculty ID and voting process. It was voted that Public Access would be the number 1 position request, and an Outreach librarian would be another and secondary request. The hiring committee will be formed after the ID and voting process and at that time the job announcements will be tweaked.
 - C. Librarians Meetings:** JA made a recommendation to the body that a monthly meeting, supplemented with email and sub-committee work would be a more productive use of time. He asked that we discuss and make a recommendation at the next meeting.
- 3. LLRU Handouts:** SD noted that he had redone the LLRU handout, and so now had an electronic copy to work with. He distributed copies and asked for input by the end of next week. Input and recommendations will be shared by SD at the next meeting and the handout finalized for printing.
- 4. Print Periodicals:** MM reported that L. Lau has been reconciling holdings on a spreadsheet. This directly concerns a prior Action item:

Action item: MM will report back on less-used print periodicals for a decision, and present the Holdings list once completed.

KEPT on the list and revisited in Fall. MM noted that she will receive the renewal list over the Summer and then we can make a decision re: less-used periodicals. MM and the Periodicals staff have some questions re: access that need solving for an accurate Holding List.

One question concerned how long to keep paper copies. JA advised 1 year kept for titles for which we have duplicated online, and 5 years for titles NOT available online. MM will use this recommendation when writing a justification and the librarians can have a final

vote at the next meeting. MM will also get costing for a web subscription for the Chronicle of Higher Education, and present that at the next meeting.

5. **EBSCO EDS:** The EDs committee, (MI, NM, CS) who had attended an EDS meeting at Loyola Marymount last semester, met with JA. NM will be the EDS project manager. MI will arrange a conference call with EBSCO to introduce MN as such. Support and input from the entire librarian team will be sought as the EDS will impact all the library areas. The original project plan timeline will be updated once NM has made contact with the EBSCO team. It is hoped to do the work Sept. through Nov. and introduce the system to the college in Spring 2016.

6. **Microfilm Collection:** CS noted it was time to revisit phasing out the microfilm collections now that one of its few faculty users had retired. Usage will drop further. JA recommended a committee of CS, SD, and MM to discuss and report out with recommendations at the next meeting.

7. **Peace and Tolerance Collection:** CS wondered about the purpose and function of the Eva Brown Peace and Tolerance Collection as it seems to have expanded beyond the core collection donated by Holocaust survivor Eva Brown, and now includes lighter materials that are largely inaccessible to students by dint of being housed in a closed collection. Example "Funny in Farsi" title. It was agreed that accessibility is key. AC noted that the Acquisitions and cataloging department would like to see the collection placed in the General Collection. It was agreed to proceed with this recommendation. AC made the same recommendation for the Tritle Collection and it was agreed to proceed in returning these books to the regular collection too. The books are similarly searchable under the Tritle Collection if needed.

8. **American Bar Association Accreditation Team Visit:** JA and AC will accompany the team around the library on their visit on Wed 16th Sept at 9:30am.

9. **OTHER:** SD asked whether he should order tax forms again. It was agreed by all, to just keep a binder of forms for copying purposes and note the official IRS URL on the binder so that patrons could find additional forms online. We will not order large quantities of forms for the next tax season.

JA reminded all to discuss the meeting frequency issue and report back in the regularly scheduled meeting in 2 weeks and we would move to a new schedule (or not) following our second meeting.