

**Summary MINUTES of the LIBRARIANS’ MEETING 17th Sept. 2015, 2 – 3:20pm
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 Sept. 3rd were approved via e-mail and will be distributed

2. **Review Faculty Position Identification Forms (Public Access Librarian & Outreach Librarian) – McMillan/Striepe:** In response to a question MM will furnish Ms. Hairston with the still-current ACRL chart: librarian numbers. This information can be used for both positions. CS will add some suggested wording to the Outreach position justification and resend to Ms. Hairston.

3. **Block Grant – Equipment- Ayala:** JA will also discuss this at the Unit meeting next week, but it appears the Unit has been given \$15K in Block Grant monies. This is one-time funding only. SD will take a survey of ideas for spending the money.

4. **ABA Accreditation Team Visit – Cornelio:** The team visit on Wednesday and had a meeting with AC and JA, then toured the Collection and lecture room 102 with Dr. Pham, AC and CA. They seemed impressed with the collection. The panel asked that AC make shelf signs reading “Not Updated – for Teaching Purposes Only” for the print materials that are no longer updated. The Acquisitions staff have done this.

5. **Database Updates – Ichinaga:** MI received the list of Fall renewals from the Consortium. We must decide which databases to renew. MI has arranged (via email) a meeting on the topic on Tuesday 22nd. In the interim, MI will look a usage statistics for the databases and have some recommendations. Please come with ideas.

6. **Prof. Marcoux and the WhisperCast Pilot – Ichinaga:** Prof. Marcoux (Hum) received a grant re: a one title Kindle book for the class using a subsidized purchase of Chromebooks. The Foundation is administering a Whispercast account, but all parties enquired whether the library wanted to be involved. JA recommended that MI refuse Prof. Marcoux’s request

7. **SAO Team Leader Meeting – Striepe:** CS noted that the SAO work must continue as an ongoing process. A handout detailing the current three teams was distributed. CS recommended the current LLRU program objective re: SAOs be expanded to be more inclusive of student populations, enrollment trends and college initiatives. CS encouraged the teams to use current work projects to drive SAO work. All agreed to a meeting and a date convenient to all will be determined.

- 8. Library Advisory Committee – Cornelio:** AC noted that the Divisions do not all have representation on the LAC despite her contacting the Deans. The purpose of the LAC is to get faculty input on initiatives and projects initiated by the Library. After discussion, and a recommendation by JA, it was decided to disband the LAC, as most liaison work is done via the Division liaison librarians. AC noted the LAC is mentioned in AP 4040. CS noted she will ask Senate via Ed Policies, to revise AP 4040. CS has emailed C. Gold (Ed Policies Chair) to begin the process. JA will mention this during his meeting with the VPs next week.
- 9. Staff Safety Concerns – Men:** NM noted that staff are staying on after hours. She felt this was a safety concern for the staff member as anyone could be hiding in the maze of the LLRU, and also posed a potential Union issue. Do we have a policy that addresses the issue? It was noted that the police should be informed if someone is staying late, so that they are aware someone is in the building, and so that they can do periodic checks. The Director would be the person to liaise with the staff as librarians do not directly supervise staff. We will attempt to find out whether there is a campus policy on the issue.
- 10. Demo = LIBCAL – McMillan:** MM noted it may be more useful to keep one calendar of all room appointments online via the LibCal system so that it can be easily updated, and staff can keep better track of room reservations. It was agreed that Ms. Hairston should manage/enter the appointments, and Derrick can be the back-up administrator. CS will continue to book the instruction sessions separately.
- 11. EBSCO EDS Update- Men:** The EDS committee, (MI, NM, and CS) had a phone consultation with the Boston office. A new timeline has been set. Database and periodicals holdings lists are being compiled to send to the office and the catalog holdings will be sent as well. The team will keep all informed and solicit input as needed. We hope for a Spring launch
- 12. OTHER:**
JA has asked all to discuss the meeting frequency issue and report back - SD reported that the librarians had agreed to try a monthly meeting schedule (first Thursday of the month) with extra meetings to be convened, by arrangement, as needed. Cs/2015