

Summary MINUTES of the LIBRARIANS' MEETING 1st October 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 Sept. 17th were approved via e-mail and will be distributed.
- 2. Consensus on two Books:** AC asked for librarian consensus on whether to keep or discard Reference item Elphyma Tables. AC noted this work is now incorporated into the CRC Standard Mathematical Tables. All agreed to discard.
AC asked whether the library should purchase "Rigveda: the earliest religious poetry of India" a 3 vol. set. OUP, 2014 \$420. JA recommended that AC should follow up with the requesting professor Leon Philipe and we would make a decision based on his reason, and on whether the subject is being taught.
- 3. Discard Library of Congress Catalog of Printed Cards:** MM asked whether we could discard the above title. These are not used at all, are taking up room in the basement, and are mildewed. All agreed to discard.
- 4. Discard LC National Union Catalog Sets:** Agreed to discard – as above.
- 5. Disruptive Library User Update:** MI reported that brothers Raymond and Daniel P. have both had complaints made against them around campus and are both to be served a 626.6 order which will be a "no trespass" on campus for 7 days. Please call the campus police if you see either on campus – pictures of both will be sent to the library for reference. The next step would be a restraining order. MI has removed the computer last used by RP so that IT can run a check on it. We should keep a copy of the AIMS forms on record in the Library. Dr. Toya did send a copy of the original form to CS. **Should we have a Problem Patrons or Problem LLRU Incidents binder in the Office?** We also have an internal Incident Report system, curated by G. Perez. To access this information, please get prior clearance from the Library Director. Policies re: reporting, and access to reports, will be revisited in the spirit of increasing communication amongst the LLRU departments.
- 6. LLRU Foldout update:** SD reported that the Printing Office had misunderstood his instructions re: printing of the updated LLRU Information brochure, and had printed then in a half-size format. He will have these redone.
- 7. Food and Drink in the Library:** SD noted that we are lagging behind other colleges and Universities in this area. After discussion, it was agreed by the majority to NOT have food in the library, but allow drinks with secure lids in the library. New signage will be made to this effect, also asking patrons to report spillages, and to dispose of used cups properly so as not to attract vermin.

MI has since asked that the issue be brought to Unit Council for inter-departmental feedback and communication.

- 8. Policies and Procedures Update:** CS suggested that all areas look at, and bring to future meeting library policies that affect dealings with patrons, so that these can be updated and kept in a binder at public desks – with a master copy in the Division office, and posted on the web. Currently the policies have not been formalized so we have different iterations, and no central spot for staff to find/refer to the policies. It would be good to have this completed in time for the new Director's start.

JA brought up BP 3504 "Children in the Classroom" and asked whether the library policy on Children mirrored this? It appears there is a difference in interpretation/application between the LLRU departments. This should come to Unit Council to be discussed by all Departments and then the LLRU policy can be updated and distributed.

- 9. Academic and College technology Committees Update:** NM reported on the Academic and Campus Technology Committee meetings. Faculty laptops are replaced every 5 years. This time a tablet option is also being offered. The ATC will order 10 tablets and Professional Development will hold demonstration/training sessions for faculty so that faculty can make an informed decision when choosing whether to upgrade to a laptop or tablet. No Macs, except for the Art department faculty, or those that can provide solid justification.

The CTC notes that OU Educate will be phased out and all faculty pages will move to OU Campus. Course Management systems were discussed. No final choice between Etudes or Canvas has been made. Both have advantages. If the campus decides to move ahead with Canvas, both systems will run concurrently for a while so people train and switch over. The Etudes account additionally still runs through 2017. A new Campus Technology Survey is coming soon – the last one was three years ago. New IT staff is being hired in the areas of network security, Wi-Fi consulting, and the help desk. The Help Desk is to expand its hours. ECC is currently running two Wi-Fi systems, and they are not compatible so people lose connectivity changing from one building to another. A new system will be phased in. Mr. Vilchis also expressed unawareness of Wi-Fi problems in the library. SD noted we must work on a way to convey the LLRU Wi-Fi issues to him. NM passed out a flyer re a new program acquired by the college via block-grant funding - Career Coach. She will follow up re: putting a link to the program on the library page.

- 10. Academic Senate Update:** CS reported on the upcoming CEO Forums and final interviews, the upcoming Senate survey, the upcoming faculty position ID meeting - chaired by Dr. Shankweiler and CS, and the LLRU will be represented by JA and SD, BP/AP 3540 and AP 5520 are coming to senate for 2nd reading and voting, and Library AP 4040 is coming to the next Senate meeting as an informational item.

11. OTHER:

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