Summary Minutes: Librarians Meeting Spring Semester -- 10th March 2016

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Moon Ichinaga (MI), Mary McMillan (MM), Noreth Men (NM), Rebecca Russell (RR), Howard Story (HS), Claudia Striepe (CS)

Agenda Items Discussed:
Approval of Minutes: Minutes of the meeting of 25th February were approved.

ECC ID Requirements: It was noted that, during the beginning 2 weeks of a semester, alternative ID's (like a driver's license) and proof of enrollment are accepted for students who do not have an official ECC ID card as yet. The delay sometimes occurs due to the fact that all fees must be paid before an id is issued and some students may not have received their financial aid. RR felt this was less than ideal, noting that we should have a script ensuring dynamic, real-time updates which would bypass all of these processes. This will also save on staff time spent on activating and updating cards. It was noted that another disconnect is that the library card barcode is not in the system.
Thanks to Howard Story: RR formally thanked HS for his time and dedication during his time as Interim Director.

EDS Update: ECC EDS team leader NM reported that we have a new project leader – Maria Rice. We are currently working on the Search box area and have choices for the Catalog, the Databases, and the Combined Search. The team is also currently working on fine tuning the display and options. For example, ProQuest is currently not an EDS partner, and so those need to be displayed on the side and accessed via an app. RR asked whether there would be a way to track usage during the pilot phase and NM replied in the affirmative, noting that EBSCO is good with data. NM reported on our timeline of beginning the pilot mid-April for testing through end April and implementation to occur over Summer and full use beginning in the Fall.

WestPac Plan: AC will discuss this further with RR. It was reported that WestLaw Campus Next HAS been cancelled.

April 1st Deadline for Budget Items: It was noted that much of the music library funding comes from the Fine Arts. The Databases purchased through the consortium also make some exceptions for payment, so again we do not have to adhere to the April deadline. We seem to be good for funds.

Book Fund Augmentation: RR asked whether each Division gets an allocated budget. The answer is no, and RR indicated this may need reconsideration. We may not be able to augment our basic book budget in the future. Extra monies seem to be earmarked for CTE projects in the current climate. RR recommended we analyze the collection to show how it supports the curriculum, and also talk to faculty on the Curriculum Committee (of which we are a standing member) re: supporting new courses. We also need to collect more data.
MM mentioned that she is awaiting feedback from dean Natividad re: the last Nursing Accreditation visit to see whether we did better than the last visit.

Poor Lighting on Shelves: CS reported on the difficulty of helping students find books in certain areas (like the West Wing) especially if the books are on the lower shelves where the lighting does not reach. Remember to mail Wilma re light bulb queries and copy RR. It was reported that we currently only have one electrician at ECC, and we are not allowed to change bulbs. This could be escalated to a safety issue. CS noted it was not the lack of lightbulbs, but an architectural issue where the lights are not over the shelving gaps, thus leading to poor lighting and deep shadows, especially at night.
DB noted that the Music Library also has poor lighting, and they work with thin materials. DB asked RR to tour the Music Library. MM also mentioned the plethora of loose/crumbling ceiling tiles.
RR recommended getting a student or casual to document these safety issues.

Clocks in the Library: CS noted that many clocks in the building show different times. SD said he has some AA batteries and will try and get to the clocks.

Security Cameras: RR has seen a monitor and camera used behind service desks that shows all transaction, though they are not necessarily recorded. This may work to stem incidents. We may have all the needed equipment on hand should we wish to experiment with this.

Poll Everywhere: RR noted this may be useful for instruction. It seems some workshops are being offered through Professional Development.

Google Form: SD has put up a form to collect ref stats. Lib Analytics has changed its name. This is a SpringShare product and is offered via the consortium. We should look into getting a demo. Lib Analytics can be used for ref stats, and an instant chat feature is available as well. SpringShare was noted to be library -centric. All the data collected can be used when requesting funding. We should be more data focused. Some stats currently collected are "phony" = for instance, the gate count, as people are often just walking through the library. RR suggested the use of "Clickers" and students using same to do headcounts in specific rooms as specific times of day.

Name Change for LRU: RR reported that VP Shankweiler had agreed to the proposed name change from Learning Resources Unit to Library Learning Resources. The name may need to change again if the make-up of the area changes, for instance if Distance Ed, or Media Services are moved out to another areas.

New Librarian Position: We have one position approved for immediate filling, so we will be short one position at least until the next hiring prioritization in Fall.

It was noted that per the Classified Union librarians are not supervisors of classified staff. Also classified staff cannot supervise other classified staff.

Cs/ecc2016