Librarian Meeting MINUTES for 21st September 2017
Present: Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Camila Jenkin (CJ)
The meeting was chaired by MM and CJ took minutes.

AGENDA ITEMS

1. Approval of Minutes

The minutes of September 7th, 2017 were approved with one suggestion for the future: that the column "Responsible" on the agenda include specific names of the person who added the topic to the agenda when possible rather than "Librarians" so they can be prepared to lead the discussion. Approved minutes will be sent on to Ms. Baldwin to distribute to the LLR staff and to post online.

2. Status of Past Action Items

OPAC's: computer sleeping issues fixed thanks to IT. Membership to professional organizations (ALA, ACRL) was re-evaluated and there is a possibility of members bringing personal copies of ALA publications and leaving them at the desk to share. Will Warren (ITS Asst. Director) was invited to join a future Librarian meetings so that we can discuss technology needs and concerns, and CS will try and find a suitable date again.

3. Faculty Position Finalization

Faculty position justifications are due Sept. 22nd, 2017. It was realized that the FT and PT Librarian personnel statistics reported in the past may not have accurately reflected the library's staffing history, and so were corrected to the best of the Librarians' knowledge. The ranking of priorities for positions to hire was agreed upon as follows: Systems Librarian (1), Outreach Librarian (2), and Music Librarian (3).
Action Items: CS to submit the Faculty Position justification paperwork by Sept 22nd. Ms. Baldwin to work up an excel sheet showing adjustments to FT/PT statistics.

4. SAO/Program Review Work

In the past, the Library used a "team approach" to assessment of its SAOs, however this was at a time when the Library and Learning Resource department's Program Reviews were combined and there were more librarians on staff. However, MM suggested that the team model may not be the most effective method as the gathering of compiling and analyzing data tends to fall on the individual librarian responsible for particular service areas (e.g. Public Services, Instruction, Reference, Collections) and it can be difficult to fully bring in the assistance of the classified staff at the reporting stage. Classified staff is helping to collect statistical data in their respective areas as part of their normal duties and have helped with the delivery of student surveys.   It was suggested all librarians should learn to use TracDat for reporting assessment of their service areas, and ideally there could be a training session.
Action Item: next meeting, MM will pull up TraDat and run through the basic features.

5. Collection Development

The Librarians requested receiving their *Choice* cards over the summer in order to begin reviewing them before the semester begins. All agreed that this should be fine. The weeding projects of spring 2017 were motioned to begin again, picking up from where we left off. A question was asked about the publication "Shakespeare Survey", for which the Library has a standing order, but which is currently housed in the Stacks, AND the Bound Collection. It could be a candidate for weeding, or a decision must be reached on standardizing the location..

Action Items: 1) Request that Acquisitions technician supply librarians with Choice cards on a monthly basis if possible. 2) Weeding remainder of Ps will be prioritized so that 2nd floor collection shifting can continue. Subject librarians can work with part-timers as needed. 3) Reach out to faculty member who uses "Shakespeare Survey", is it still being used? Check the databases to see if we have access. Decide on the best location for this title in the collection (e.g. periodicals).

6. Reference Room Computers/ OPAC Stations

AJ proposed that the sit-down computers in the Reference Room be removed and the 12 standing computers be reserved as "research support computer stations". SK met with AJ and agreed that the computers could be used in the LMTC or Basic Skills. It was felt by all Librarians present that the sit-down computer bank brings up issues (technical and behavioral) that take the Librarians away from helping students with research. AJ also suggested that the furniture where the computers were kept could be used to store the most-circulated periodicals and provide extra study space. The 12 standing computers would be kept, and would be reserved specifically for working with a librarian or on research, with 1-2 monitors remaining sit-down to accommodate ADA considerations. Reasoning for this change is given as: 1) We have data available on how much of the Librarian's time is being spent on computer issues, 2) Students have begun to view Librarians as computer tutors, 3) The move would reduce behavioral issues. It was also suggested that ideally one computer would go in every reading room for Library Catalog access, and one would be set aside for the part-time Librarians.

Vote:

To remove all sit-down computers in the Reference Room by the first day of Spring 2018 and reserve the space for research needs and non-technical student assistance.

5 Yay, 0 Nay

Action Items: Have computers removed by the first day of Spring Semester 2018. In addition, keep Sheryl Kunasaki in the loop regarding these computers.

7. OER and the Library

This item was tabled for a further date. MM encouraged everyone to look over the OER Libguide available and to consider that OER will be an increasingly important area for the college.

8. Microfilm Collection Future

GM brought up a discussion of the Library's microfilm collection. GM noted that in the past 2 years, there have been only 10 uses of the microfilm machine. GM did an individual analysis of all microfilm titles to cross reference availability in the ECC databases. Most microfilm are available in these subscribed to databases, for those not accessible, that can be easily obtained from another library via Inter Library Loan. There is a document that will be kept detailing this microfilm review in the event of any questions from members of the ECC community. There are roughly 30 items that could be kept due to their rare status, but all other areas of the microfilm collection are recommended for removal.
Vote:
To remove all microfilm except for the El Camino *WarWhoop* and the list of "Keep" recommendations in GM's evaluation document.
5 Yay, 0 Nay
Action Items: Remove all microfilm except for WarWhoop and GM's recommended "Keep" list. Remaining list to be reviewed again in 5 years.

9. Reference Assessment

AJ presented statistics on the pilot reference assessment program developed over the summer. A question was asked about how Librarians can use the tool to collect information literacy data in addition to statistics. The comprehensive information can be used to find gaps in students' knowledge, and to tailor BI's to cover those gaps. The reference assessment program can also be a useful tool in evaluating PT Librarians' participation in library assessment activities during formal evaluations.

10. Reference Desk Site- new Google Site Demo

CJ ran a demo of the new Google Sites platform, and made a test version to show how the layout could serve our ECC RefDesk site and improve organization.
Action Items: CJ and AJ to work on migrating RefDesk Google Site to the new platform.

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Action Item: next meeting, MM will pull up TracDat and run through the basic features.

Action Items: 1) Request that Acquisitions technician supply librarians with Choice cards on a monthly basis if possible. 2) Weeding remainder of Ps will be prioritized so that 2nd floor collection shifting can continue. Subject librarians can work with part-timers as needed. 3) CS to reach out to faculty member who uses "Shakespeare Quarterly", is it still being used? CS to check the databases and see if we have access to "Shakespeare Quarterly". Decide on the best location for this title in the collection (e.g. periodicals).

Action Items: Have computers removed by the first day of Spring Semester 2018. In addition, keep SK in the loop regarding these computers.

Action Items: Remove all microfilm except for WarWhoop and GM's recommended "Keep" list. To be reviewed again in 5 years.

Action Items: CJ and AJ to work on migrating RefDesk Google Site to the new platform.

CJ/2017