

## Minutes of the Librarians' Meeting of 5<sup>th</sup> October 2017

**Present:** Camila Jenkin (CJ), Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS),

The meeting was chaired by AJ and CS took minutes.

### **AGENDA ITEMS**

#### **1. Approval of Minutes.**

The minutes of the September 21<sup>st</sup> 2017 meeting were 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**

The status of past action items is as follows:

**MM and CJ to contact Patrick and work with him on OPAC issues and ideas.** In Progress, but MM will contact Patrick to clarify some issues.

**AJ to work with P/t librarians to gather projects and bring to Librarians meeting for approval.** Completed.

**CS to finish the Faculty position ID forms by the due date.** Completed.

**CS to invite WW to a future librarians meeting.** Completed as Mr. Leible attended this meeting.

**MM will investigate the benefits (if any) of organizational memberships.** Completed.

**CS to contact professor Williams re Shakespeare Survey, and ascertain whether Shakespeare Studies and Shakespeare Survey are in our databases.**

Completed..

**CJ and CS to move ahead with weeding the P area so that shelf shifting can be finalized.** In Progress

**GM to update on plans for Microfilm weeding/recycling.** In Progress. GM had a meeting with the circulation staff and a plan of action has been developed. GM will get some quotes.

#### **3. List of Items to discuss with Mr. Leible (IT)**

Mr. Leible reported that the installation of WiFi in the LRU building is largely complete with 65 of the 66 stations installed, and the power was turned on last night.. There are some outside stations and those have 2 radios in each station to boost power.

Mr. Leible said he would provide the librarians with the 800 number for Ricoh and Pharos Direct.

The Librarians asked about the feasibility/difficulty in laying network drops within the LLR building and Mr. Leible noted that it depended WHERE in the building, and large movements of furniture/equipment would need a form 519 request to be made to facilities.

To a request to update the equipment in 102 and 202, Mr. Leible advised putting in a

request with the Help Desk, and also noted there is no “life cycle” for AV equipment.. He invited the librarians to visit IT and have a demonstration of their Smart Board.

Come November the college is moving to Microsoft One Drive and Office 365. New students enrolling in November will get Office 365 with full email at no cost. These will be the pilot phase population. Later the offer will be extended to other students, and then staff. PII (Personally Identifiable Information ) like full names in combination with addresses, phone numbers...) should NOT be entered online, as all information will be on the cloud and potentially “hackable”, on the plus side, information on the cloud will help with disaster data recovery operations. We will get 1 terabyte of storage. MM requested an early adoption of Office 365 and One Drive at the Reference desk so that we can get training as we are often the front line for questions.

MM asked about the status of the SSL certificate issue. *UPDATE: MM reported that ITS HAS now updated the SSL certificate on the Sierra server, so our past access issues may now be a thing of the past.*

The question of how best to collaborate and liaise with IT so as to get and give information was raised and Mr. Leible encouraged the librarians to continue with the Academic and Campus Technology committees

Mr. Leible left the meeting.

MM reported on a Campus Technology Committee meeting and noted that some academic areas have seen templates of their web sites as they will appear on the new site. The LLR has not and we wondered why, An e-mail has been sent to Ms. Garten and Parnock for information on timelines and whether we need to be involved as our library widget has customized coding. No updates can be made to any pages until after 10/20 as the campus migrates the sites over to the new campus site, If you have any issue with library database links during this time, please use the Databases A-Z list links. MM also said that campus computers are on a 5 year replacement cycle, and there are plans to improve classroom equipment.

#### **4. LLR Budget Update**

CS shared the budget with the librarians and noted the amounts seem largely the same as prior years.

#### **5. North Reading Room redesign**

The librarians agreed to collect plans, pictures, and costs associated with new furnishings – like study pods and other innovations. All such ideas should also be entered into the annual plan to be considered for further funding should money ever become available.

#### **6. Dual Enrollment Students**

These are students currently attending high school that have enrolled in a college course that MAY be taught at the high school. Once enrolled they are counted as ECC students and count toward our FTES, and they get college credit for the courses taken. They will receive an ECC identity which they need to login to our library systems. MM received a

list of some of these students and our Public Access staff manually entered them into our system, but normally the names will be added to our regular data load. Should problems arise at the Ref desk, send the student to the Circ area to see if they are loaded into the system. They may need to see Admissions and Records.

### **7. Update of Admin for our Copy/Print machines**

GM reported on an update re: our copy/print machines. Ricky was the main point of contact, but Mr. Leible has him now on other projects, so we should be contacting the Help Desk, or Ricoh. However GM is now a little confused as Ricky still seems to be involved, as he recently helped Ms. Cain on a software issue.

To compound the problem, Pharos sent GM a mail re: Counseling, who are also now using Pharos, asking him if he could train the counselors on the system. CS will mail Dr. Patel of counseling to clear this up.

GM reported that he recently had an interview with the Union student newspaper on the new copy/print system.

GM noted that money is being generated, and he and CS have a meeting scheduled with Ms. Ely, to see how we can get our “share” of the monies generated by the copy/print system.

***Action Item: CS will mail Dr. Patel of counseling to clear up the matter of library faculty/staff “training” counseling staff on Pharos.***

### **8 and 9. Annual Plans, SAOs, Tracdat demo**

MM went to <https://elcamino.tracdat.com> to show the Annual Plan area and components. Once plans are in, older information can be stored in the document repository and archived.

Theoretically, since our last Program Review is in (2017) we CAN start writing the new Program Review.

Each fall we need to update our plans and needs. Plans and needs need not have costs attached to them, they may be cost neutral. These should be tied back to, or be reflected in, our Program Review, unless they are newly discovered needs (like the sewage disaster in the Director’s office area) We must work on getting our SAOs into Tracdat. We have all been impacted by lack of time to do this due to our staff shortages.

***Action Item: Work on getting SAO assessments into Tracdat.***

### **10. Other/Future Agenda Items**

Academic Technology Update

APIEI Update

Choice Cards

Plan for Ref Computers

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