

## **LIBRARY MEETING MINUTES – NOVEMBER 16, 2017**

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

**Absent:** Analu Josephides (AJ)

The meeting was chaired by GM and MM took minutes.

### **AGENDA ITEMS**

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

Librarians were asked to review the minutes of the special librarian meeting held on Monday, October 30<sup>th</sup> and either send needed revisions to CS or approve them via email.

#### **2. Status of Past Action Items**

Student Conduct Policy is on 11/16 agenda for discussion. The Student Library Award was tabled for discussion until AJ is in attendance as he is leading this new program. The Library annual plan for 18-19 was added into TracDat and ranked. It is now ready for LLR division ranking, which is due in February. MM is still reviewing potential impacts of cancelling the Serial Solutions 360 Core subscription (Full-Text Finder) and moving to solely using EBSCO's Full-Text Finder, which is included in our current EDS subscription. She will bring back more information in the spring semester before a final decision is needed. Librarians have provided some feedback from the EBSCO database trials that will be used in comparisons with future trials of similar content from other vendors.

#### **3. Books in Print Lists**

Librarians have agreed to use the Books in Print "lists" features for collection development purposes. Lists can be created by individual librarians for developing lists of recommended titles for acquisitions outside of the Choice cards. For example, targeted acquisitions in subject areas that have seen extensive weeding, areas where collection gaps have been discovered, and patron requests. Librarians can notify Michele Whiting when their lists are ready for ordering and/or the lists of the adjunct librarians partnering in the weeding/collection development process. Michele can then order from each list and will delete list items after they have been purchased.

**Action Item: MM to confirm librarian approval of Books in Print process with Michele Whiting.**

#### **4. Faculty ID Rankings**

Two of the requested librarian positions have been approved for hiring including the Systems Librarian and Outreach Librarian position. Job descriptions and announcements need to be reviewed and submitted in early December in preparation for a spring 2018 hiring process. Assuming a successful search, the new hires will begin their employment at the start of the 2018-2019 academic year.

**Action Item: Librarians to review job descriptions to ensure they meet current and future operational needs.**

#### **5. Proquest and Gale Database Trials**

MM is continuing to acquire trials of certain databases that the librarians would like to review and in an effort to compare similar content between vendors. The hope is that the library has some additional

funding available in the spring, depending on the annual increases of current database subscriptions, to acquire a new addition to the collection that supports current curriculum and student research needs. Forthcoming will be trials of a couple of Proquest and Gale products and MM will provide information as those trials become available.

**Action Item: MM to notify librarians of new database trials and solicit feedback to aid in collection development.**

## **6. Website Updates**

The webmaster has deleted the library's webpages that were no longer current at our request. In addition, links on the campus homepage are now going directly to the library's homepage where appropriate. Per Heather Parnock, we have the ability to select which pages are linked on our left-hand navigation column and she can assist in training us how to do this when we are ready. Fuller website revisions will need to be done once we have a new Systems Librarian as this is a primary responsibility for this position. MM has been making small changes on an as-needed basis until this position is filled. In addition, MM is planning to develop a "Library Services for Faculty" Libguide that will replace the current webpages geared towards faculty.

**Action Item: Review left-hand navigation of the library's website and determine which pages we wish to highlight there.**

## **7. Area Council Update**

MM is serving as the LLR division representative on the Area Council, which is led by Dr. Shankweiler and meets once per semester. The agenda items for this semester's meeting included an update on the Faculty ID Committee rankings and the planning for Guided Pathways initiatives.

## **8. DE Institute / OER**

MM has coordinated a panel presentation for the DE Institute, scheduled on 11/17, highlighting faculty currently using OER in their classroom. Participating faculty will be discussing their experience and how it has impacted their students. Dr. Shankweiler is forming a "task force" of people across the campus who need to be part of the discussion for implementing SB1359, which requires campuses to note in their online course schedules those class sections that have zero-textbook cost for students. MM will continue to provide updates to campus OER efforts, particularly how they may impact our division.

## **9. 2017-18 College Plan Rankings / Follow up from meeting with Dr. Shankweiler**

The college-wide 17-18 annual plan has been finalized and is available for viewing on TracDat and the Institutional Research department page. CS met with Dr. Shankweiler to discuss questions the librarians had regarding the annual planning process and the current status for certain library initiatives. The new carpet has been ordered and is expected to arrive by the end of November. Work will likely be done over the winter and the division offices and public bathrooms will hopefully be ready in time for the start of the spring semester if not before. In addition, Jean S. confirmed the approved items from the library's 2017-2018 annual plan so we can move forward in acquiring those requests.

**Action Item: Begin process of acquiring 2017-18 budget requests that have been approved.**

#### **10. LLR Student Conduct Policy**

CS provided a draft of a LLR division student conduct policy for review. Please send feedback and any suggested revisions to CS who will move it forward to the campus-wide committee working on student behavioral issues for comment.

**Action Item: Review draft policy of LLR Student Conduct Policy and send feedback to CS.**

#### **11. Microfilm Recycling**

GM provided an update on the microfilm discard project. Cindy Lopez is assisting him in this project and 30 titles have been stored in the west reading room for the time being. GM received a quote from a company who would recycle microfilm for discard; removal costs will be charged by the pound and it is estimated to be around \$1800 for our needs. Dr. Shankweiler agreed that we should try to discard it responsibly, but we will need to determine how to fund the recycling. Loretta Lau will be removing any catalog holdings information listed in Sierra. The next step will be determining how to repurpose the current microfilm room.

**Action Item: Determine how to fund the microfilm recycling, where to locate any that will remain in the collection and a microfilm reader, and how to repurpose the space.**

#### **12. Book Renewals Policy**

GM requested a review of the current policy on book renewals and recommended that we remove the requirement for books to be returned to the shelf for a minimum of 24 hours after the 2<sup>nd</sup> renewal period as there really isn't any means of enforcement. GM will be bringing forward a new policy to review which, once approved, will be posted on the library's website page regarding circulation policies.

**Action Item: GM will develop a draft policy related to book renewals and bring it to a future librarians meeting for final approval.**

#### **13. Public Access Holiday Party**

The Public Access staff will be throwing a holiday potluck as a show of appreciation for the library's student workers and casual staff. It will be an open house between the hours of 12pm – 3pm in the Public Access workroom area. Could Friends of the Library funds be used to help off-set the cost since it is a student-centered event.

**Action Item: CS and GM to confirm funding options with the Foundation.**

#### **14. Reference Room Computers – Screensavers**

CJ continues to work on screensavers for the planned library research computers in the reference area. These will notify students that the purpose of those dedicated computers is for searching the library's book catalog and databases and for librarian research support. Once the wording is finalized, ITS will assist in getting them activated on those computers.

**Action Item: CJ to present final draft of screensaver for librarian review. CJ and AJ to work with ITS on install...likely around the time that the remaining reference room computers are relocated.**

## **ACTION ITEMS**

**Action Item:** MM to confirm librarian approval of Books in Print process with Michele Whiting.

**Action Item:** Librarians to review job descriptions to ensure they meet current and future operational needs.

**Action Item:** MM to notify librarians of new database trials and solicit feedback to aid in collection development.

**Action Item:** Review left-hand navigation of the library's website and determine which pages we wish to highlight there.

**Action Item:** Begin process of acquiring 2017-18 budget requests that have been approved.

**Action Item:** Review draft policy of LLR Student Conduct Policy and send feedback to CS.

**Action Item:** Determine how to fund the microfilm recycling, where to locate any that will remain in the collection and a microfilm reader, and how to repurpose the space.

**Action Item:** GM will develop a draft policy related to book renewals and bring it to a future librarians meeting for final approval.

**Action Item:** CS and GM to confirm funding options with the Foundation.

**Action Item:** CJ to present final draft of screensaver for librarian review. CJ and AJ to work with ITS on install...likely around the time that the remaining reference room computers are relocated.

*MMc/2017*