**Minutes of the Librarians’ Meeting of 12th March 2020**

**Present:** Analu Josephides (AJ),Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Crystle Martin (CM), Camila Jenkin (CJ), Ryan Gan (RG),

**Absent:** Mayra Ochoa (MO) - ill, Moses Wolfenstein (MW)

The meeting was chaired by GM and CS took minutes.

**AGENDA ITEMS**

**Approval of Minutes**The minutes of the 27th February 2020 meeting were approved. Discussion on editing minutes to be posted to the public site.

**Status of Past Action Items (from 27th Feb 2020 minutes)**1. GM and RG to create a folder in BIP re: graphic novels. **In Progress**
2. CJ to speak to librarians re: interest in creating displays. – **In Progress**
3. RG to move the Ask-A-Librarian link to the top of the library webpage – **Done**4. CM to put a digital version of AP 4040 on Teams site for discussion and revision this semester **– Done**

**Covid-19 and Library Services**CM noted this is an evolving situation. For the moment the LLR will stay open, while anticipating less traffic as many face-to-face classes are cancelled and move online. Depending on traffic, certain areas of the library might be shut and patrons funnels to high=use areas, to make it easier for closing procedures, custodial staff, and police patrols. Staff are encouraged to wash hands and wipe down work areas frequently. AJ noted gloves in Rm 128 behind Reference, and also that sanitizers etc are on back order.. CJ proposed we have one librarian (of each 2 hour team) on desk duty while the other member handles virtual chat. We can see how Monday works out with the traffic volume before making a final decision.
LLR “essential” personnel” are CM, S. Kunisaki and G. Perez. Librarians have the option to work from home on days where they do not have Reference desk shifts. Many prefer to work from ECC.
RG and GP will integrate current libguides into CMS.
It was agreed that over time we have been looking at online tools that are now useful in the current situation. CM said that as things change she will notify us.

We do have access to certain tools that will allow us to build/create more online content – for instance Zoom and CCC Confer. Ryan will send out more information and the link. In the meantime, direct professors to existing research guides and tools. Librarians have contacted their embedded librarian partners with an eye to inserting a module on library research on their course pages. The general library page link is already available on all Canvas pages. Librarians will continue to build content for general use of professors and students. RG will note on the library web page that we will remain open for business and change the information as needed.
**Action Item:** RG to note that the library is open during this time, until further notice on the library page – **Done.
Action Item:** Librarians to ask their Embedded Librarian partners for course information, so as to be able to insert library content into the course shell. The information will be passed on to G. Perez – **In Progress.**

**Library Meetings and Agenda**AJ noted that he will place an agenda template online and as meetings become due, the librarians can add agenda items themselves. All agreed. **Action Item:** AJ to create an agenda template for all to add agenda items for upcoming meetings

**LSP Update**RG noted that he has dealt with the “fines” issue and quelled emails arising from that issue by doing a “batch forgive”. The expired certification problem has been fixed.
LibGuide CMS integration is in the works.
RG and CJ will present on the Discovery platform at the Tech conference tomorrow and highlight library services and access available during this time.

RG noted that the special meeting on the library web page may be put on hold for a while until things return to normal. All agreed to take the FB link off the library page.
**Action Item:** RG to remove FB link from library page – **Done.**

**Academic Senate Update**CS reported on the AS meeting of 3rd March 2020. Academic Senate needs faculty volunteers for the following committees – Safety Committee, AIDS Team, Associate Degree Task Forces, Noncredit Workgroup. If interested, let Senate members CS, AJ, or MM know, and we can pass the names along to D. McCelland.
The Active Shooter drill is scheduled for March19th, am and pm. Not sure if it will still take place. The Faculty Book Club, hosted by CS and AJ is due to commence on Thursday March19th. The first session will be held online via a TEAMs site. P.Marcoux reminded all of the Technology Conference on Friday March 13th. The focus has shifted to helping faculty put lecture content up on Canvas. CS reported out on the Accreditation forum of March 5th. The first reading of AP4300 (Field Trips and Excursions) generated much comment.
Professor Ambrosio gave a presentation on the NASA/MUREP student project which ECC students won.

**Accreditation**CS noted that the final forum had occurred on March 5th. See the accreditation page [www.elcamino.edu/accreditation](http://www.elcamino.edu/accreditation). Progress is steady, and the document is now progressing through the consultation cycle and then will be ready for Marketing to produce some paper copies, including one copy for the Archives.

**SAO/SLO**CS noted it was imperative to update the SAO library page. RG said he would correct the heading to LIBRARY and Learning Resources.
We also need to update the page to reflect more current work, for instance the last LLR survey conducted in 2019. Also the Program Review should be featured on the page. MM said she could add this content. It is important to show more recent work in light of the upcoming Accreditation visit.
CS is in contact with K. Degnan of ALC re: the PLO and tying the PLO to Academic Strategies classes that will now fall under the LR, plus the library courses that will again fall under LLR purview. CS shared emails with K. Degnan on the topic. CS will update the Nuventive page with content as the issue unfolds.
As we are doing all this online work, it was suggested that our next SAO project involve an evaluation of the Webpage, and new online services (eg Chat, Ask-A-Librarian) and platforms (OneSearch). All agreed. A special meeting will be called after Spring Break to discuss details
**Action Item:** RG to correct the Library SAO page heading to LIBRARY and Learning Resources – **Done.
Action Item:** MM to add 2019 library survey and Program Review to LLR SAO page.
**Action I** tem: CS to continue to work with the ALC on the issue of the PLO in light of added classes and update Nuventive page.
**Action Item:** Compile a survey re: online services and resources.

**Music Library**Cm reported that CJ had emailed p/t music faculty re the proposed merge of the Music Library to the main library. Dean Price and Dr Shankweiler are aboard, as are most of the f/t faculty. Amy is being integrated into the main library summer schedule. Ann will move into Cindy’s old office so that Music faculty can easily find her. MO is working with some Music faculty on weeding. Amy is sorting the Music Theory books (to come to the Main library) from the Practice books (to reman in the Music Commons. Weeding of old cd’s and accompaniment cassettes to continue. Music faculty talking about how to use the Music Commons space. LRC is discussing staffing of the Music Commons. The area behind the Collaboration room counter and double doors is being cleaned to accommodate Amy and the collection, other items will be integrated into the General M Collection. CJ is the official liaison to the Music faculty. There will be no more Music Library shifts for librarians in Summer. There will be a lot of upcoming clean-up of the term Music Library on the Web and handouts/posters etc. The new name for the old Music Library has not yet been finalized. A few suggestions will be crafted and students will be asked to participate in choosing the final name. The word “lounge” will NOT be an option.

**Academic Strategies**CM met with D. Breckheimer. Academic Strategies comprises lots of little classes. We may be combining some. Perhaps into short 4 week offerings so that students can take 2 or 3 class “packages” in one semester. – eg: in weeks, 3, 7, and 11. This will be operational in Fall. D. Breckheimer will send the old Course outlines of Record, and the LLR (yet to be formed) Curriculum committee can use these to craft a new COR. The Committee will also look at min quals for teaching the courses. Teaching non-credit classes can be put under overload. Names of instructors must go to the Board of Trustees for prior approval. These classes will generate FTES for us. CM will share more details as they are formulated.

**Stacks Management**GM reported that Steve has been helping with the Prima “Problem” display on Reserves and DVD materials**.**Steve has also been helping clear the first shelf in the reference area for removal.
GM reported that his research has shown no need to physically clean each item in the library, but to observe basic hygiene of washing hands and wiping down counters, but he will keep an eye on the issue.

**E Resources**MM shared a handout of possible titles for addition. She noted there is some spare money, but not all can be spent as some must be factored in for current title price increases as we renew. CM noted that she was recently at a meeting that indicated that these anticipated increases can be factored in to contract accounts for a cleared idea of how much money is available. DEAC is to suggest another plagiarism software, not Turn-It-In.

MM suggested expanding our ebook collection. The titles seem current and have an emphasis on careers/trades. All agreed this was a good addition. Additionally, our last survey indicated a desire for more e-titles/ The titles in the handout were further discussed. Please send your final recommendations to MM. She can arrange for trial subscriptions. Limit your suggestions to $10,000. Other items the librarians seemed to favor, were Ferguson’s and Statistical Abstract of the United States. MM also suggested a special meeting to look at Visible Body, while we have a trial. The Nursing faculty recommend this title highly. Think about upcoming new courses.
**Action Item**: Librarians to send MM a list of e resources preferences totaling Approx $10,000

**Other**It was agreed to dump the old agendas that AJ has collected.

When AJ returns from sick leave he would like to compile the summer schedule, so think about your preferences.

Please send any projects you may want p/t help with to AJ and CM so that they can match pt availability and hours. Evening and weekend librarians are particularly open to projects

**Federation News:** AJ will attend tonight’s meeting via Zoom. AJ led a discussion of Federation negotiations so far.

ACTION ITEMS

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**Action Item:** AJ to create an agenda template for all to add agenda items for upcoming meetings

**Action Item:** RG to remove FB link from library page – **Done.**

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**Cs/2020**