

Minutes of the Librarians' Meeting November 21, 2019

Present: Mary McMillan (MM), Claudia Striepe (CS), Camila Jenkin (CJ), Ryan Gan (RG), Crystle Martin (CM)

Absent: Analu Josephides (AJ)

Meeting chaired/moderated by GM and MM took minutes.

AGENDA ITEMS

1. Approval of Past Meeting Minutes:

It was agreed that any needed changes to the meeting minutes from October 24, 2019 be sent to AJ for revision.

2. Status of Past Action Items:

- Librarian evaluations are in progress.
- A review of the Library Position description in the faculty contract. There had not been any recommended changes in the Teams site document so librarians should add anything they would like to see revised to reflect current responsibilities and roles of the librarians. MM will then put shape to the recommendations in a draft for all to review.

3. Library Space Information/Discussion:

CM brought forward a request that librarians begin to consider potential uses for the librarian building space that will become available to us again upon the move of the President and Marketing & Communications staff to the new administration building. We will again have full access to the campus archives so related preservation/organizational work can be done again.

Action: Librarians to consider space use and discuss recommendations at a future meeting and with CM.

4. Spring 2020 Reference Desk Schedule:

A draft of the spring reference schedule was reviewed. MM wondered if the librarian working the 1-2pm shift has been overwhelmed since most students are out of class during that time period? There have been instances when the solo librarian has been swamped, particularly if a full class is "let loose" to do research, but it may not be a regular challenge.

5. LSP Update:

RG announced that we have now been provided our final instance of Alma/Primo and testing should proceed as we must sign-off with Ex-Libris within 3 days. 12/2 is the date for fulfillment cutover, which means the offline circulation platform will be needed. RG was reminded to include the LRC in discussions about the offline needs. Fulfillment (circulation) functionality training is scheduled for 12/10 & 12/12. GM will lead trainings on the circulation functions in Alma and RG will lead trainings on Primo search. MM reminded everyone that we already know there is some content that will not come up in OneSearch and some access issues that we will work on resolving in the winter/spring so patience is requested.

Action: RG, MM and GM to test functionality and records in the final instance and report issues to RG for trouble-shooting/reporting to ExLibris. RG & GM to lead training of classified staff.

6. LSP Promotion:

CJ and RG have been collaborating on strategies for promoting the new LSP to the campus. CM has developed marketing “infographics” for email blasts, RG will be developing a Libguide on searching Primo, and promotion to students will be done via flyers/slides and in instructional/reference sessions. An orientation will be provided to faculty during the spring PD Day.

Action: CJ and RG to launch promotions of the OneSearch.

7. ALC Communications ILO Assessment Update:

CS provided an update on the campus assessment of ILO2: Communications. She provided the summary report and her notes. In particular, she noted in the “Conclusions” section a note tying this assessment to the one on Information Literacy and the recommendation that increased partnerships between librarians and classroom faculty could help move the college forward on both ILOs.

8. Academic Senate Update:

CS commended CJ on her presentation updating the Senate on new & upcoming library resources and services. It was well-received by the faculty who appreciated her bringing more awareness of what the library has to offer.

9. Other/Future Agenda Items

- This year's Academic Technology Conference is scheduled for 3/13
- Librarians agreed to invite Moses Wolfenstein to future meetings so the division faculty can work collaboratively on Library/Distance Education efforts.
- A request to consider going back to bi-weekly librarians' meetings was presented. Challenges of only meeting once a month were noted including the inability to have deeper discussions/planning on issues due to the need for the meeting to have so much content on the agendas. One suggestion was to have meetings scheduled bi-weekly with 1x/month being the traditional meeting and 1x/month being a "special topic" meeting, which include strategic planning, assessment, new product demonstrations, etc.

ACTION ITEMS:

Action: Librarians to consider space use and discuss recommendations at a future meeting and with CM.

Action: RG, MM and GM to test functionality and records in the final instance and report issues to RG for trouble-shooting/reporting to ExLibris. RG & GM to lead training of classified staff.

Action: CJ and RG to launch promotions of the OneSearch.

Action: AJ to invite MW to future meetings.

Action: Librarians to discuss going to bi-weekly librarian meetings.