

## Minutes of the Librarians' Meeting of October 24<sup>th</sup> 2019

**Present:** Ryan Gan (RG), Camila Jenkin (CJ), Analu Josephides (AJ), Mary McMillan (MM), Crystle Martin (CM), Gary Medina (GM), Mayra Ochoa (MO), Claudia Striepe (CS)  
The meeting was chaired by CS and AJ took minutes.

### AGENDA ITEMS

#### 1. Federation Contract – Librarian Sub-Committee:

- AJ and CS gave Union updates. Librarians discussed various parts of the faculty contract.

#### 2. Approval of Minutes:

- AJ motion to approve the faculty librarians October 24<sup>th</sup> 2019 meeting minutes, RG seconded. Minutes approved.

#### 3. Status of Past Action Items:

- AJ to look at other college pages in regards to policies and practices on chat features. **In-Progress**
- CM Pharos contract for Add Value for Music Business. **In-Progress**
- Librarians to add PD goals to Cornerstone. **Done**
- Librarians to assume evaluation duties. **In-Progress**
- Librarians to call an annual planning meeting. **Done**
- Librarians to contribute in drafting a new librarian position description. **Done**
- All other past action items from the librarians meeting of September 26<sup>th</sup> have been completed.

#### 4. Printing – 12 Reference Computers:

- AJ reported out that I.T. Department updated the 12 reference computers that allow Librarians to send print jobs to copy machines. Once print job is sent Librarian can sign onto Pharos and release print job for students. There is no other type of printing on

these 12 computers. Students must either send print jobs from their personal devices and or go to the computer labs and print from those computers.

#### **5. Areas of Responsibilities:**

- CM distributed to the librarians an Area of Responsibilities handout. Librarians discussed.

#### **6. LSP/OER-LSP Workshop:**

- CS shared about her attendance to the LSP/OER conference in Ontario, CA. She informed everyone that she sent an email with information on the conference with links.
- RG provided updates in regards to the LSP. Cataloging is now frozen. RG advised that librarians review their respective duties in their service areas and that if they encounter problems at the stage to open a Salesforce case with Ex Libris and cc:RG. Cataloging and configuration is still frozen. Training for Classified staff will be coming December 10<sup>th</sup> and 12<sup>th</sup>.

#### **7. CCL:**

- MM to attend a virtual meeting. CCC proxy changing name to SSO Gateway. Ex libris cost 1.8 million a year. There are privacy issues, Clear CCC wanted a stronger document with privacy being aligned with the American Library Associations practices.

#### **8. META Majors**

- GM gave a brief update on his participation with the first META Major success team. Discussed student retention and financial aid. Looked at how we can alleviate problems of financial aid.

#### **9. Canvas Integration:**

- MM discussed Canvas Integration and said we should look at Santa Rosa College site canvas and website. It is a great example.
- RG mentioned Springshare and subscribing to Libguides CMS.

#### **10. Academic Senate**

- CS provided an update to our last Academic Senate meeting.

#### **11. Mango Languages:**

- MM mentioned showcasing MANGO Languages at the reference desk during the library open house.

## **12. Other/Future Agenda Items:**

- MO representing the Music Library and mentioned groups reserving practice rooms need to have I.D. for all members due to safety issues.
- CJ mentioned that the Dual Enrollment Program is asking for Library Instruction and possibly wanting a librarian to drive to their high school campus. Librarians discussed what the potential issues could be, time frame, alternative methods of teaching (e.g. Zoom).
- AJ mentioned that the Spring 2020 reference desk schedule would be on the next librarians meeting agenda.

**Meeting adjourned at 4:00pm**

**Action Item:** None