**Minutes of the Librarians Meeting February 25th 2021**

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

**Excused:** Crystle Martin (CM)

The meeting was moderated by AJ and CS took minutes.

**AGENDA**

* **Approval of Minutes:** The minutes of 10 December meeting were approved. CS will send minutes on to Ms. Baldwin to post to the webpage.
* **Status of Past Action Items**:

**Action Plan:** MM to post the library Annual Planning Rankings to TEAMs**. DONE**

**Action Item:** AJ will present the 24/7 LibChat Reference consortium option at the first librarians’ meeting in Spring for discussion. **IN PROGRESS**

**Action Item:** RG will copy CM on the last communication with Mr. Vilchis so that she can follow up and prioritize the issue of card renewals/opening IP range. **DONE**

**Action Item:** CM offered to put an announcement re: curbside delivery on the library page ahead of the Winter date. **DONE**

**Action Item:** MM is creating Local Collections (ECC owned items) at least for our purchased e-books in Ebsco. **IN PROGRESS**

**Action Item:** CJ will build a TEAMs site for the L&LR DCC. CS will contact Dean D. Patel re a counselor to join the team. **CJ not aware of this action item, so will investigate the process, Item re CS DONE with Athenaus Ocampo as the counselor to the LLR DCC team**

* **Academic Senate Update: (CS)**1. The senate is seeking members for Committees, namely Enrollment management and the student Climate Survey Committee. If interested please contact Darcie McClelland. Also a member to serve as an alternat for the PBC dealing with expenses. If interested in this please contact Josh Troesch. There are also several Senate VP positions that will be vacant come Fall – Ed Policies, Academic tech, Faculty Development, Finance, and Secretary. Again, please contact Darcie McClelland re these positions.

2.The Guided Pathways team are introducing a collaborative project – the Equity Minded Learning Academy for Faculty. This will be a semesterly academy arranged by cohort.  
3.The College is experiencing low enrollment

4. Accreditation was granted to ECC for the next 7 years. Congratulations to all.

5. A Social Justice Center for the Campus has been proposed  
6. An Academic Integrity Committee has been convened, chaired by MW and Mr. Toya, re: faculty concerns about incidents of online cheating.  
7. Please consider signing up for the March 3rd session “They said What?: Microaggressions and Student Voices, a Faculty Development presentation.

* **Reference Services: (AJ)**  
  1. Has begun a Visual Experiences series featuring ECC part-time librarians. Both sessions so far have been well received. Some upcoming presentations in the series include Women’s’ History, Poetry, Pacific Islanders, and Wikipedia.
* **Systems: (RG)**1. LSP consortium has been negotiating with Ex Libris. Ex Libris noticed that the consortium had too many records and thus end users were over their allotment. An audit is therefore being done on all colleges to clean up and reduce records. ECC seems clear so far., but RG is deactivating individual accounts and creating shared accounts.  
  2. There have been many recent vacancies and changes in the campus tech area resulting in slow services and responses. The campus computer 5 year cycle is at the end, so the LLR may be handling faculty laptop check outs until full staffing and services are restored to Technical Services.
* **Instruction: (CS)**1. Mail re Instruction Zoom sessions sent to all faculty. A good response received. CS has sent out general instruction Zoom sessions to approx. 15 faculty for embedding in shells, and is making 5 “personalized” sessions based on particular topics, and has conducted 4 “live” Zoom sessions, with more booked for the future.  
  2. All Embedded Librarian participants have been contacted and CS encouraged the librarians to ensure that they are still part of the faculty Canvas shell, as they may have been “dropped” over the break. Please contact the faculty member and Gema Perez with the Section numbers should you need to be reinstated so that you can update or add more content to the shells.
* **E-Resources: (MM)**
* 20-21 Subscriptions Budget  - MM confirmed that the subscription budget has NOT been cut. This will ensure that the online content, so vital for student success remains. We are thus not required to cut anything as we feared. We should even have a little extra monies as we put some print subscriptions on hold this year. This gives us approx.. $17K on hold until we return to campus. MM will look at Spring offers and possible trials via Gale and the Consortium, so keep an eye out for mails from MM regarding these for your own edification and to pass on to your liaison area faculty.  
  On the Milady/Cosmetology database – this is owned by Peterson and Gale has the platform license. We have been experiencing problems with the database, and they are coming from Milady’s end. We have been doing a workaround and now MM will receive 100 individual account codes to share with the Cosmetology faculty while they try and resolve the problem. Once received MM will put instructions on how to set up an account on the Milady platform.
* CCL-EAR Updates  - a project involving the weeding of ebook collections system wide is imminent.   
  Open Access online collections being reviewed by CCL EAR Committee.  
  CCL-EAR many have extra monies to buy shared collections. One was Country Watch, but there have been reported issues with CW, so it may be dropped.  
  The issue of a LibChat Co-op came to CCL EAR and a Committee will review options. As re shared reference chat services.
* Open Access Collections in Primo . MM has fixed many duplicate record issues in Alma Primo but a few still remain.MM also purchased more ebooks that do not come via our subscription platforms. The consortium offered a NetLibrary ebook collection via a 10 year buy, ECC bought into the last three years. All colleges who bought into the collection have some access. Then Ebsco Ebooks bought out NetLibrary. Old static urls are being fixed.   
  In 2015 the Consortium conducted a big weed of ebook collections and a list of weeded titles was given to Ebsco to remove from access. Another weeding by the CCL is now imminent, system wide. This will also help reduce the number of records as noted by RG earlier. A network zone manager for Alma has been hired to help with any system issues. There are 8 thousand titles to “fix , either one by one by hand, or that will entail MM and RG figuring out a way to do a bulk or batch fix. MM agreed to send RG a small sample set to work on to see if a batch setting fix is possible.  
  Our old 2012 Springer collection shows some records opening in a weird way on Prima. There were 14 thousand books in this collection. Moon had weeded some, but Laurie noted that the System only keeps 5 years worth of records, so we are unsure exactly WHAT has been weeded as records are incomplete. MM requested that we send any issues re: the Springer books to her and send the permalink as well so that she can study the url for pertinent information.  
  Alma has the ability to access a number of open access collections. MM opened just a few, for instance JStor Open Access Collection. There are a possible 276 collections that could be activated. CCL-EAR committees are reviewing them to see which to recommend. MM may turn some collections that support OER materials on, for testing purposes – for instance Open Stack, which has some OER text books.

**Action Item:** MM agreed to send RG a small sample (re: e-book collections weeding) set to work on to see if a batch setting fix is possible.  
**Action Item:** MM will put instructions on how to set up an account on the Milady platform and activate the codes, once received and sent to Cosmetology faculty.

* **Public Access: (GM)**General Collection book pick-up services really grew, especially for English classes. One example noted was copies of Absolutely True Diary of a Part-time Indian/Sherman. GM will keep this service in Spring, but noted that we have fewer staff on campus this Spring, and the bulk of their work will be geared toward fulfilling computer distribution. So there may be fewer pick-up times scheduled on campus. GM is looking at mailing items, but the campus mail service is also under pressure. So there are many variables to consider. GM noted 22 book requests so far. MM asked librarians to send requested titles to her so that she can check for e-versions. CS asked whether, given the constraints, we should continue to promote the service? GM said yes, to continue promoting the Request form and we would see how the situation developed. There might be as much as a week’s lag time however.
* **Outreach Semester Projects: (CJ)**The Music Collection is being weeded, and CJ is working on a process to facilitate the check-out of sheet music and purchase of more sheet music. Dr. Martin had indicated that she would ask the Dean of Fine arts to possible help with monies to buy more sheet music. Some purchases lent to FA faculty have “disappeared”, so a better process is needed. CJ asked whether staff should keep check-out stats on sheet music, and GM said they should be able to track items via the barcodes. GM will follow-up with an email to Amy B.  
  During aforementioned weeding CJ saw that the sheet music was mainly donations and opined that it was perhaps time to make the collection more student centered. Thus Amy B and CJ are meeting to develop a collection plan, but this might take a few years to realize.  
  The New Voices Collection in the Library entrance corridor is having new lights installed. CJ shared some photos to gain consensus on where to place posters. CJ was advised to keep disabled access in mind when placing the posters and the books ( highest shelves etc)  
  The library is collaborating with the Writing Center (under management of Chris Glover) on events to help students with assignments  
  CJ attended some :Living the Brand” workshops. ECC is working with the Higher Education Branding agency. CJ will try and get a breakdown of their ideas to share. They may replace the current college tagline “Where you belong – Where you succeed”.  
  The Student Support Expo will be held next week. They will record videos rather than have live sessions**.** Attendance will be taken by noting how many “clicks” a video receives. Our contributions will be shown on Facilitation Friday, and Transformation Tuesday. CJ hopes to have further discussion on the Library’s place in ECC and the general community. One of our library roles is to collect stories, not only from the past, but from our current students, faculty and community.

**Action Item:** GM to follow-up with an email to Amy B. re: using bar codes to track sheet music items  
**Action Item:**  CJ and Amy B to develop a Music Collection/sheet music collection plan - this might take a few years to realize

* **AP 4040:**Dr. Martin will send information on AP4040 via email. **Action Item:** Dr. Martin will send information on AP4040 via email.
* **Federation (Non-Voting Item)**
* **Representative and Grievance Officer Selection**  - AJ is stepping down from his tole as Library Federation representative and Division Grievance officer. Please contact Analu or Claudia (as the remaining Division faculty representative) if you would like to take on any of the roles.
* CS noted that Hong Herrera Thomas is willing to **host monthly Federation “catch-ups”** with the library faculty to update members and get our input on Federation matters. CS will put out an email to find a suitable time for these catch-ups,

**Action Item:** CS will put out an email to find a suitable time for Monthly Federation catch-ups. CS HAS already mailed p/t librarians re a similar venue for purely p/t issues.

* **Other/Future Agenda Items**
* **Collection Development: Antiracist collections presentation** . AJ to arrange for a presentation.

**ACTION ITEMS:**

**Action Item:** MM agreed to send RG a small sample (re: e-book collections weeding) set

to work on to see if a batch setting fix is possible.

**Action Item:** MM will put instructions on how to set up an account on the Milady

platform and activate the codes, once received and sent to Cosmetology faculty.

**Action Item:** GM to follow-up with an email to Amy B. re: using bar codes to track sheet music items  
**Action Item:**  CJ and Amy B to develop a Music Collection/sheet music collection plan - this might take a few years to realize

**Action Item:** Dr. Martin will send information on AP4040 via email.

**Action Item:** CS will put out an email to find a suitable time for Monthly Federation

catch-ups. CS HAS already mailed p/t librarians re a similar venue for purely p/t issues.