**Minutes of the Librarians’ Meeting of 14th May 2020**

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

The meeting (via Zoom) was chaired by AJ and CS took minutes.

**AGENDA ITEMS**

**1. Approval of Minutes** The minutes of the 9th April 2020 meeting were approved and CS will send on to Ms. Baldwin for posting on the LLR website.

**2. Status of Past Action Items** (from 12 March 2020 minutes)  
Action Item: RG to update LLR webpage based on librarian votes. **DONE**Action Item: AJ to implement and train staff re: Queues for Canvas Assist and ISPP. **DONE** & ONGOINGAction Item: MM to finalize database purchases and E book purchases. **DONE**Action Item: CJ to plan to implement some Outreach ideas with the assistance of all librarians. **IN PROGRESS**Action Item: AJ and CM to review summer and Fall schedules. AJ to finalize and supply Summer hours once he has received notification re: Summer availability via Teams **DONE**

**3. Budget and Planning (CM):** Dr. Martin noted that the budget outlook is grim as there is a large deficit. It is unknown when the income/property tax monies will be received. The school and State will budget for the worst-case scenario and maybe revise up later in the year. Monies will be tight. It is likely that college will continue online and from home through Summer and beginning Fall.  
The library has finished most purchasing – books, face masks and shields have been purchased and are starting to arrive. Derek will be on campus to unbox and check items. Derek is also checking on and sorting the mail and periodicals.  
All vendors have sent digital invoices (except OCLA) and we can check items here or on their way, against these.

The 2021 budget is up in the air, as noted. Some faculty positions were not hired for the upcoming year. Some hiring for Dean and Classified positions will go ahead, FON (Faculty Obligation Number) is calculated by the Chancellor’s Office and they will use before Covid numbers for the calculation. Hopefully we will know more by August when they will also put out a revised budget. We will be on a workload budget for the next year.  
There will be no apportionment for new classes, so we cannot offer more classes.

The Bookstore will probably push digital books for the Summer and Fall and may post “real” books to student patrons if needed. They may have a pick-up window for items too. They are installing a book return drop box in Lot C. This was not discussed with us and there may be some confusion with our Library book drop kiosks. They may also digitize certain text books – this is still in the “idea” phase.  
  
The LLR is working on transitioning the library classes back from Humanities to the LLR, so Donna is undergoing some training on scheduling.

**4. Return to Campus Plans (CM):** .Later this year, during initial phases of reopening, interactions will be kept brief, and only certain portions of buildings will be opened.. We are awaiting more guidance. The campus must be safe for staff and students before a full return can be allowed.  
We are going ahead with plans to move the Music Library to the main library, and this will continue once staff is allowed back on campus to shift items. Practice hours are no longer required from Fall, so the Clock System will no longer be needed – this was a Music Department decision, based on curriculum changes based on state requirements.

**5. Reference Analytics (AJ**): AJ demo’ed his work in this area. NOTE: this is still a work in progress, so not all areas have been built out or populated as of this date, so be patient, and refer questions/suggestions to AJ. The Analytics are housed within the Springshare Lib Answers.Chat area. AJ showed the old analytics area on the RefDesk site and how these questions had been adapted to the newly built-out areas/ Collecting this information will ensure we are maximizing the SpringShare product that we are paying for and capturing useful information and data for Program Review, reports and Accreditation.

From the LibAnswers dashboard, one can see the top tabs, one of which is Ref Analytics, and Statistics is one of the functions. One can view transactions. A blank square indicated fields that can be assigned – eg: time, length, Question type, Subject. This metadata can be later analyzed. We can also export statistics and transactions. We will need to investigate how long statistics are held…if only kept for a year, for instance, we will need to gather and store them annually for the 3 year Program Review or 7 year Accreditation cycle. We can add to blank areas later if we are busy at the Reference desk, by coming back to the ticket and completing the blanks. It seems we all have access to the back end.  
AJ showed the Transactions area. The information gathered could be used for collection development, to report back to metamajor teams, for Outreach efforts, and more. AJ will suppress the Metamajor area for now as not all students are on a metamajor pathway. AJ also explained the ReadScale. Definitions can be found by clicking the I (information) icon. CJ suggested we have an area that asks/indicated whether a student was referred from/to another area, as this will provide useful Outreach and networking information.

**6. Instruction (CS):** CS reported a very positive response to her mail to faculty re: Zoom orientations. Since the mail CS has conducted and recorded 12 orientations and recorded a general “overview” orientation for 5 faculty who did not want a specific Zoom session. Approximately 8 sessions are still in the works as of this date, Student participation has been low – ranging from 1 or 2 students to 20 students – this is why the sessions are recorded so that students can watch later, and refer back to the information. CS asked the librarians who may be conduction similar sessions for the Embedded Librarian classes to keep statistics for the later end of semester report for Embedded Librarians and general statistics.

**7. Systems (RG):** RG reported on the OCLC reclamation project. A;; bib. Records have been exported in MARC format to OCLC. We had 60 thousand records with WorldCat, and 93 thousand records have been exported in total. RG is waiting to see how it looks in ALMA. Ms Pelayo has been syncing records with ALMA’s numbers. We are also in the post-migration phase and clean-up of records.  
MM noted tat the One Search relevance ranking is odd and frustrating. RG noted it might be a problem on the Ex-Librais end. It was also noted that “phrase search: does not work as hoped. RG said this is a known issue.

**8. Virtual Warrior Smart Start/Pride Week (CJ):** CJ noted that it is a little sad not to have the in-person expos and fairs as many connections were made there, but the events are going ahead in a virtual format. With the Virtual Warrior, we have an opportunity to present a 45 minute session that students can choose to attend. CJ may ask for collaboration. One idea was to showcase the LGBTQ Primary Sources Archive of Sexuality & Gender. PRIDE Week is the first week in June.

**9. Academic Senate Update (CS):**Darcie McClelland reelected AS President for a second term.   
Fall Flex Day (PD Day) probably ”virtual”, if you are applying to host a presentation, bear that in mind. Probable theme: How best to Deliver Online Content.   
A new Online Add program (via Formstack) is being implemented.  
CANVAS CON 2020 os online with Free registration and free TShirt.  
Resolutions of Appreciation for our fantastic DE folks and Director! Director Martin, Moses Wolfenstein, Gema Perez, and Humanities Faculty Pete Marcoux, were all honored with a Resolution of Appreciation which will later be framed and given to the recipients. Dr.Maloney entered the Zoom meeting to add personal words of appreciation to the recipients noting that they showed leadership, and stepped up to help the college. “The college is grateful for this Dream Team!”   
CARES Act funding is coming through, though it does not support ALL students. Approx 6 thousand students should receive $500. And 158 students will receive $250, Monies will be distributed next week.  
Resolution discussed that ECC use only CANVAS. Math demurred, saying they like the Pearson content which does not work well with CANVAS. It seemed there was also dissatisfaction with the CANVAS gradebook feature, and a taskforce will convene to look into this.  
There was a first reading of the DE Plan 2019-2022. CM will send the Plan to all for reading and comment. The goals are important and are on pg 20 on.  
First Reading of BP/AP 4025 – Philosophy and Criteria for Associate Degree and General Education  
Parking Refunds – no decision yet, but discussion moving forward.

**10. Union/Negotiation Update (AJ & CS):**Admin and Union teams went back to the table Friday 15th to discuss Articles 3,4, 8. Moving slowly on the Financial aspects, Union feels we need to create pressure.  
Union sent out a survey…got mixed reviews, some felt it extreme and/or confusing. Nevertheless faculty are encouraged to take the survey so that the Union can gauge feeling and plan action. We have approx. 900 faculty, and they have received 125 surveys…want to get to approx. 400.  
union needs more volunteers for jobs like phone banking…let LLR reps AJ or CS know if interested.  
Try and attend the Town Hall meeting onThursday 1-2 where Dr. Maloney will discuss the budget.  
The Union is also working with a larger campaign to end CALBRIGHT, the California online college. Funds of $120 million were put aside for this and there is approx70 in the kitty which folks feel should be redistributed to the regular colleges as we are ALL online colleges now and CALBRIGHT never really got going anyway. There will be a document to sign.  
There was a 3.62% COLA this year which should be distributed, but eh Admin is sitting on it due to the budget uncertainty. Also, given the situation, we do not have the upper hand.  
On Friday 15th the Union will put out an MOU. This will be posted on the listserv for membership to see after some basic aspects have been negotiated/changed.  
The Union is building relationships with the Classified and Police Union so that we present a united front and can compare notes.  
There will be no more (besides the 3 that slipped through before the crisis hit) full time faculty hires. Not clear on the part time situation. No talk of furloughs or salary freezes for full time staff. Salary steps should still happen  
When making comparisons, it is better to use Cerritos College as a point of comparison. Santa Monica has other revenue streams that skews comparisons.

**11. Other/Future Agenda Items:**AJ noted that our next (and last) librarians meeting was scheduled for 11th June. It was agreed to combine this with our Librarians Luncheon via Zoom, with a “show and tell” theme re the menu. Details to be announced.

**ACTION ITEMS**

Action Item: CS to send Minutes of last meeting to Ms Baldwin for posting to the Library Webpage. **DONE**

Action Item: CM will send the Distance Education Plan 2019 - 2022 to all for reading. Send comment to LLR AS reps.

Cs/2020May