

## **Minutes of the Librarians' Meeting of March 30, 2017**

**Present:** Don Brown (DB), Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Rebecca Russell (RR), Noreth Men (NM), Rebecca Russell (RR)

The meeting was chaired by CS and GM took minutes

### **Agenda Items**

#### **1. Approval of Minutes**

The minutes of the librarians meeting of March 16 were approved. MM will make a slight adjustment of formatting participant's names in the body of the minutes and will forward to Donna Baldwin (DB) to post on the LRR website.

CS noted that the LLR website does not contain librarian meeting minutes from Fall 2016 to present. It was suggested that all meeting minute note takers from these time periods compile and resubmit the minute notes for DB to post.

#### **2. Report – HTP Presentation**

CS gave an overview of the presentation she co-presented with Caroline Coward from the CSUDH Library. The presentation was for the Honors Transfer Program and was entitled "*Transitioning to University Libraries and Research.*" CS used database examples that both ECC and CSUDH have access to, such as Academic Search Premier. CS mentioned that CSUDH has a good example of website recommendations. MM suggested that we potentially utilize LibGuides as a platform to manage our recommended website links. It was also put forward that this could potentially be a project for our part-time librarians to collaborate on and develop.

***Action: CS is working with C. Coward to develop a date for librarians to visit the CSUDH library.***

#### **3. Library Award**

AJ mentioned that a student frequently utilizing the library has inquired about the potential for receiving a library award, something that could potentially be displayed on graduation attire (i.e. pin, etc.). The librarians discussed what the potential criteria should be for evaluation of such an award. CS shared the READ program selection criteria as an example. MM provided an example of Marymount College's Scholar's Award and how the selection was connected to an essay describing library research process; letter of recommendation from faculty; and displaying skills via a current research project submitted in a course.

***Action: Librarians recommended that RR be involved with the process to help secure funding to support this initiative. CS and AJ will work together to develop criteria for award selection and will present for review by the librarians at the next meeting.***

#### **4. Reference Assessment**

MM and AJ are collaborating on a reference assessment project. MM presented a Google Form that could be used to gather more specific data about librarian reference transactions. The form includes detailed analysis that includes the skill level involved based on the Warner Model of Reference Classification (rated 1-4). This form also contains such information as the initial of librarian handling transaction; the question (s) asked by patron; date/time handled; method (s) used to assist patron; if patron had attended a BI; method of question being received (phone, email, in-person) and if the library have the resources needed. The form can further be customized according to need. This form will accumulate data in Google Drive and will provide analysis of collected information as text and various graphic charts.

AJ mentioned that this would not replace the current tracking method of “tick marks,” rather it gives addition evidence to support Reference Services. The expectation is to not track every question, but to get a sampling of reference activity. DB recommended that it does not need to reflect the entire semester; it could be a portion of it.

***Action: Librarians agreed that a Google Form assessment for reference transactions should be a pilot project during summer for possible consideration for full implementation in Fall 2017.***

#### **5. Weeding Document Formal Approval and Weeding Staging Area**

AJ requested an approval for the current iteration of the weeding document. It was approved by the librarians. AJ and Laurie Pelayo (LP) are working together to ensure that no more than two weeded item carts are brought to Acquisitions for processing by the part-time librarians. AJ will handle the delivery of weeded items to LP on behalf of the adjuncts.

CS requested clarification as to which carts are completed, separating items needing review from weeded materials.

***Action: Librarians will place a note on weeding carts that are completed and ready for deselection by LP.***

#### **6. Roaming Reference Discussion**

AJ had received approval from the Division office to purchase HP tablets for use in roaming reference by adjuncts. The criteria as to what the roaming reference program should look like are further being developed and clarified by AJ.

***Action: AJ will monitor the ordering process of the HP tablets, with hopeful implementation for roaming reference by Fall 2017.***

#### **7. Program Review**

DB collected the recommendation priority lists from each librarian. He will compile the results. The suggested format for categorizing recommendations to mirror Trakdat has the potential to be a template for other divisions to follow.

***Action: DB will compile the prioritization lists for recommendations and incorporate them into the Program Review.***

### **8. Updates/Other/Future Agenda Items**

a). CS mentioned the Informed and Inspired Series that she is participating in. The first will be held on April 6 and can provide one hour of flex time. MM made a suggestion that the full-time librarians not be scheduled on Tuesday or Thursday's during the ECC college hour to be able to attend more of these types of events on campus.

b).AJ provided a summary as to the recent event on cannabis on campus that adjunct Vincent Robles (VR) worked on developing. It was well attended by 12 members of the community that included staff, faculty and students. VR tied the program to resources that the library has access to, which should be the model for future events. AJ made a recommendation that future events need to be reviewed by the librarians prior to being implemented. VR suggested that a form be created to propose future events hosted by the library.

c). RR gave an update as to the current situation with plumbing issues in the library. The persistent clogs may be attributed to foreign items being flushed down the toilets. The southside restrooms are to remain closed until further notice. RR is waiting on bids for carpet replacement that will include the areas impacted by the sewage flooding, lobby, and Public Access area.

***Action: b). AJ will assign VR and Vivian Linderman the task of developing a form for event proposals.***

### **SUMMARY: ACTION ITEMS**

***Action: CS is working with C. Coward to develop a date for librarians to visit the CSUDH library.***

***Action: Librarians recommended that RR be involved with the process to help secure funding to support this initiative. CS and AJ will work together to develop criteria for award selection and will present for review by the librarians at the next meeting.***

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