

Library Learning Resources Division Council
Meeting Minutes
May 23, 2019
2:30 pm – 3:30 pm, Library 202

Present:

Members:

Kunisaki, Sheryl (SK)
Martin, Crystle (CM)

Palmer, Anne (AP)
Perez, Gema (GP)

Wolfenstein, Moses (MS)
Yates, Erika (EY)

Guests:

Baldwin, Donna (DB)
Budzizc, Amy (AB)

Gan, Ryan (RG)
Hall, Lisa (LH)

Jenkin, Camila (CJ)
Lopez, Cindy (CL)

Striepe, Claudia (CS)

CM presided over the meeting and DB took minutes.

1. **Approval of Minutes** – The Minutes to be approved virtually at a future date.

2. **Informational Items**
 - a. The Council congratulates LLR staff who participated in PRIDE week. According to CJ, this is LLR's very first mobile library and of the eighteen books on hand, six were checked-out by students.
 - b. According to LH, they all have Safety Binders in the LRC. The Reference Manuals on safety are still current but are, nonetheless, being updated. She suggests that it would be good if all sections of the Library have "Grab and Go" folders on safety for easy reference.
 - c. CJ reported that the Signage Committee sent out surveys and she got good feedback. LLR will start over and do a complete "signs" overhaul. The Committee is working with Marketing and Communications to make sure that our signs bear the ECC template and is consistent with the look of other official signs on campus.
 - a. The Distance Education Conference Room will not be converted into the Innovation Center. Instead, the latter will be located in the server room from the old TV station in the basement. To date, LLR has already acquired a computer, a surface studio, recording equipment, and two VR headsets for the Innovation Center.

3. **Student Discipline** - One particular student has become a frequent "repeat-offender" harassing faculty and staff. According to GP, he seems to be targeting females who are alone on the job.

CM assured the Council that these incidents have already been reported in Maxient.

The AP5520 policy about student discipline covers student behavior in the classroom. CS would like some guidance as to how to adapt the policy in the Library setting through the Academic Senate. She reiterated that the Library should implement a disciplinary policy too. The Council expressed support towards the Librarians and agreed that the ECC policy on student discipline should be re-crafted to make the language "open" so it can also be appropriate in the Library setting.

4. **Music Library Staffing** – Starting Fall 2019, the Music Library will reflect / mirror the Schauerman Saturday hours (9:30 am – 2:30 pm). Moreover, Part-Time Library Faculty, instead of Fine Arts/Music Faculty, will start working night and Saturday shifts at the Music Library.

5. **OneCard Update** – CM was pleased to announce that the OneCard Pilot will happen at the Library. The card is used for identification and logging in. In the future, students may be able to use them to make payments and to keep track of all services they avail of. LRC will use OneCard first and the Music Library will follow. Eventually, the whole Library will be using this. OneCard is expected to debut by the end of Spring 2019.

6. **Budget Update** – According to CM, the Library is still waiting for the final budget.

7. **Music Library Browsing Policy** – The Division Council approves the policy with a minor change:
“Students are allowed to check out the maximum number of materials (10 items total – 5 from the Schauerman and 5 from the Music Library) per the checkout limit set by Library & Learning Resources.”

8. **Others** – The LLR website will feature the LSP Policy.