

Library & Learning Resources Division Council
Meeting Minutes
October 18, 2019
2:30 pm – 3:30 pm, DE 166

Present:

Members:

Kunisaki, Sheryl (SK)
Martin, Crystle (CM)
Josephides, Analu (AJ)

Palmer, Anne (AP)
Perez, Gema (GP)
Medina, Gary (GM)

Wolfenstein, Moses (MS)
Yates, Erika (EY)
Cain, Carla (CC)

Guests:

Budzicz, Amy (AB)

Jenkin, Camila (CJ)

Striepe, Claudia (CS)

CM presided over the meeting and took minutes.

1. **Approval of Minutes** – The Council approved the Minutes of the September 19 meeting. GM moved to approved the minutes. SK seconded. Motion passed
2. **Updates**
CM gave updates about campus construction. As an update from the September Meeting CM let everyone know that the Special Resource Center will not be extending hours to match the Warrior Welcome Center.
3. **Signage Presentation** – CJ and the Signage Committee presented on the results of the Signage Committees work, covering the process they went through and showing templates that the committee had designed. CS asked if templates were accessible. AB said that they were. CS asked if we had to use them for internal use. CJ said these were for outward facing materials and were supposed to make sign creation easier and more uniform, not to put up barriers. CS asked if there was an approval protocol. CJ said the Signage Committee would only review top-level policy signs, which are the most permanent. SK asked if there was going to be suggested wording. CJ said there will be a manual with suggested Font, wording, and use cases. GP moved to accept the templates and have the Signage Committee move to the implementation stage. GM seconded. The motion passed.
4. **North Reading Room name** – CJ presented that during the signage survey many members of the Division suggested changing the name of the North Reading Room. CJ presented a list of options that were suggested by survey respondents and developed by the Signage Committee. GM said the name should tell students what it is for. CS said we want a name that is not easily confused for something else. GP moved to change the name of the North Reading Room to the Collaboration Room. AJ seconded. Motion passed.
5. **Other**
From the discussion on the North Reading Room, a discussion about renaming the East Reading Room on the first floor to the Reference Room took place. The council agreed that this would help clarify the purpose of the room for students and to create a distinction between the East Reading Room on the second floor. AP reminded the Division Council that changing the name of the East Reading Room would have implications for item records, and this is currently an issue because no changes . The Division Council thanked AP for bringing up this very important point as no changes can be made in the catalog until the new system goes online in December. The Division Council decided to vote on the name change even though implementation would not happen until Winter at the earliest. AJ moved to change the name of the first floor East Reading Room to the Reference Room. EY seconded. Motion passed.

CM also asked the Division Council's opinion about having a centralized policy bulletin board to keep from duplicating policy signs across the library. The Council agreed.

6. **Topics for Future Agendas**

Policy for Study Room Use – GM

Changing the Director to a Dean - AJ