

**Library Learning Resources Division Council**  
**Meeting Minutes**  
**November 14, 2018**  
**2:30 pm – 3:30 pm, Library 202**

Present: Apontti, Mayli (MA)                      Jenkin, Camila (CJ)                      Medina, Gary (GM)  
            Baldwin, Donna (DB) Josephides, Analu (AJ) Palmer, Anne (AP)  
            Cain, Carla (CC)                                  Kunisaki, Sheryl (SK)

The meeting was chaired by SK and DB took minutes.

- 1. Approval of Minutes** – The consensus was to approve the October minutes during the December meeting to give Dr. Martin the opportunity to review it.
- 2. Parameters of Library Conference Room Use (DE 166, 202, 154, 105)**
  - According to SK, approval of requests for room use is sometimes done at the discretion of LLR. AJ also pointed out that since the Library is evolving, the type of events allowed within Library Conference rooms is also evolving. However, both SK and AJ agreed that that guidelines or a Room Use Policy would be useful for the LLR.
  - The Council agreed to form the Room Use Policy Task Force with SK and AJ as members.
- 3. Division Council Schedule Update**
  - The Council agreed to hold another meeting on December 12, 2018 to have an opportunity to review room-use guidelines before the winter break.
- 4. Signage Committee Updates**
  - CJ informed the Council that Gema Perez, Marqueeda Watson, Amy Budzizc and Erika Yates are working with her in this committee. She revealed that the Signage committee was formed with the encouragement of Dr. Crystle Martin. CJ shared a detailed spreadsheet indicating every sign in the main library and music library and the purpose of the sign. [https://elcamino-my.sharepoint.com/:x/g/personal/cjenkin\\_elcamino\\_edu/EajeskVamNdDrSDAPsvZk0sBLZ9LOdOgGwTuN6-clEz2dQ?e=BKkRQ4](https://elcamino-my.sharepoint.com/:x/g/personal/cjenkin_elcamino_edu/EajeskVamNdDrSDAPsvZk0sBLZ9LOdOgGwTuN6-clEz2dQ?e=BKkRQ4)
  - Dr. Martin hopes to come up with a consistent and cohesive image for the library. Committee head CJ also echoed this sentiment, promising the Council that it is the group's objective to make all Library signage current and consistent.
  - According to CJ, the committee is currently doing an inventory of all the signs the Library has. It will work in consultation with all library divisions to make sure that future signs are appropriate and relevant.

- CJ revealed that the committee is working with the Graphics Design department on this project.

#### **5. Others**

- AJ requested that Room Prioritization Use be included in next month's Agenda.
- AJ thanked the LLR for condoling with him during his time of bereavement. He requested that this be put on record.