

Library and Learning Resources Division Council Meeting Minutes

March 21, 2017

2:30 p.m. - 3:30 p.m., Distance Ed conference room

Rebecca Russell (RR)

Don Brown (DB)

Lisa George (LG)

Sheryl Kunisaki (SK)

Loretta Lau (LL)

Cindy Lopez (CL)

Mary McMillan (MM)

Gema Perez (GP)

Howard Story (HS)

Claudia Striepe (CS)

Previous Minutes –

Minutes from the previous meeting on February 21 were approved.

Emergency and Safety -

- There will be the regular safety meeting on Wednesday, March 22 at 9:00 a.m. and again at 2:00 p.m. There will be a guest speaker from Campus Police to address general safety concerns.
- The group is reminded that there will be a Lockdown exercise in May.
- Bathroom flooding in the Library's east wing is still being worked on.

Procedures and Best Practices -

Food and Drink draft policy

- The draft was shared via email and no responses were received. Upon review as a group, the committee came up with several suggestions to improve the policy.
- The issue of food trash management at events was discussed. The event room request form will be modified to include the food policy and instructions for the appropriate disposal of food trash.

READ Update

- The next READ poster will be unveiled on Tuesday, April 25, 2017. It will be announced about one month before the event.
- The honoree this year is Howard Story
- We usually have two READ honorees per year. We might change to one poster per year.

Program Review –

Status update

- The meeting began with a preliminary discussion about the library's program review. It was noted that the Counseling department Program Review provided a good model. The librarians will meet on March 28 to prioritize recommendations.
- The draft of the Library's program review has been sent out by email for review. The authors are open to feedback and suggestions
- With the departure of William Garcia to another college, we are not sure who will be heading the committee to review the library's program review.

Change in Annual Plan Calendar

- It has become apparent that the current timeline does not allow enough time for the preparation of the Area plan. VP Shankweiler would like the division plans to be completed earlier to facilitate this. The LLR will need to prioritize its division plan in November. The

committee noted that a challenge with this early date is that it might be too soon to know the disposition of the current year's plan yet.

Other

- Computers for the Library room 10 have been ordered
- RR and SK have met with Art and Thurman in IT regarding new specifications for computers using Windows 10
- RR asked Tom Brown about the plans for new carpet. Due to the plumbing problems and other factors it will probably not be ready by Spring Break. RR is requesting that the carpet be installed during the break at the end of Spring.
 - The likely order of operations for installation will be
 - Lobby
 - Tutoring area of LRC
 - Designated areas of LMTC
 - If it cannot be done all at once, we will start with the lobby and the remaining two areas will be done next year, if not this year.
 - It is expected that the carpet will last around 10 years.

New Printers and Pay for Print

- There will be a meeting with a print vendor on Wednesday, March 22. We are looking at the Pharos printing system from Ricoh.
- We are still looking at the software and awaiting a proposal. We hope to have something arranged by spring break.

Celebration Planning

- RR gave thanks to all the planners of the events coming up.
- Please let Rebeca, Donna, or Derek know of anything you need to help support the celebrations.

Technology Committee report – Howard Story

- There is a subcommittee to work on creating integrated forms and to try to convert the districts multipart forms to electronic or some otherwise more efficient version. There will probably be a bid to a third party for this work.
- Library computers are on the list for replacement. IT is switching from Dell to HP because of price.
- WiFi – a contract has been signed. A meeting is coming up to plan the installation. The hope is that it will be complete by Fall.
- There are many plans and proposals on the table, but they need funding to progress.

Academic Senate Report – CS, MM

- There is a plan to redesign the college website this summer. A third party vendor has been selected. To see examples of this vendor's work, see the websites for Long Beach and Saddleback.
 - Our website is currently being reviewed to determine what pages we want to keep, consolidate, or delete. Any pages that we want to keep should have a recent "update date" from a recent "save" action.
 - The vendor will build the site, the college will maintain it.
- Our myecc access passwords will be changing soon.
- Copyright and intellectual property policy and procedures are being updated.

- The Academic Senate is working on a resolution/statement of support of our students, to be presented to the Board of Trustees.
- When and where student reporters may be present and record events has come into question and is being discussed. The DACA meeting presented a complicated situation for consideration. In general, reporters are allowed to come to public events and record in a public facility, and instructors have a right to restrict recording of their lectures.