

Library Learning Resources Division Council
Meeting Minutes
December 12, 2017
3:00 – 4:00 Library 202

Present: Baldwin, Donna (DB) Lau, Loretta (LL) Medina, Gary (GM)
 Lopez, Cindy (CL) Perez, Gema (GP) Kunisaki, Sheryl(SK)
 McMillan, Mary (MM) Striepe, Claudia (CS)
 Hall, Lisa (LS)

The meeting was chaired by CS and SK took minutes.

1. **Approval of Minutes** –The November 2017 were approved with the correction of typos.

2. Program Recommendation Rankings

- Program recommendation rankings were presented on the overhead projector for all Council members to view. It was noted that the results could be skewed because one member ranked recommendations with “no cost” or “funded-in progress.” Also, one member’s rankings were not included in the final rankings.
- CS will share the Council’s recommended rankings with the new director when she comes on board.

3. LLR Updates

- New carpeting is being installed, so we may need to enter the mailroom from the outside for a few days.
- Questions were asked about the new carpeting project throughout the library. MM shared that there is a lot of carpeting in storage that matches the carpet we have now.
- To make repairs caused by the flood in the division office, ITS moved the computers.
- The new director will start on January 2, 2018.
- Inquiry was made regarding the planned date to move the computers in the Reference area. Librarian Analu Josephides who is leading this project was not available for updates at this time. MM shared that by moving the general-use computers out of the Reference area, librarians will have more time to provide Reference support.

4. Policies

- **Library & Learning Resources Conduct Policy:** CS shared a revised copy of the “Library & Learning Resources Conduct Policy.”
- Council members agreed to upload the revised version to the L&LR’s webpage.

Children in the Library: SK shared an incident involving a parent and child in the LMTC. The current policy states that children are not allowed in the LMTC because this area is considered a “classroom,” an area El Camino does not allow children. However, the policy becomes unclear by the statement:

“When it is necessary to bring children to the Library, parents/guardians are expected to respect the needs of others in the facility.”

- CL will contact other programs on campus to see if there are alternative locations for parents who have no choice but to bring their children to a computer.
- GM and MM will research policies of other colleges to find out how they manage children in the library.
- MM suggested including the L&LR’s policy on children in the library in the schedule of classes and college catalog.
- After more information is gathered, Council members agreed to discuss this policy at a future meeting.

5. Phone Tree and Safety Expansion Ideas

- CS shared that Franklin White is researching ways to improve communication within the division during an emergency and other situations. He will look into various apps that might be used for this purpose.

6. Holiday Party Update

- Twenty-four people have signed up to attend the L&LR’s annual holiday gathering! There will be lots of food and fun!

7. Personnel Assignment

- Interim Director, Claudia Striepe will resume her librarian responsibilities effective January 2, 2018.
- Dr. Christina Gold will leave Distance Education effective January 2, 2018 to begin her duties as Dean of Behavioral and Social Science.
- Librarian Analu Josephides will resume his responsibilities as Reference librarian effective January 2, 2018.
- A new interim faculty coordinator for Distance Education will be hired soon.

Future Meeting Dates

- Future meeting dates will be on the 3rd Tuesday of every month from 2:30 – 3:30.