

Library and Learning Resources - Unit Council Meeting
Minutes
11/10/2015

Present: John Ayala (JA), Don Brown (DB), Seth Daugherty (SD), Lisa George (LG), Moon Ichinaga (MI), Sheryl Kunisaki (SK), Cindy Lopez (CL), Gema Perez (GP), Claudia Striepe (CS), Howard Story (HS)

Approval of Previous Minutes

Minutes from the previous meeting (10/14/15) were approved.

SD reminded the committee of the request to share a summary of the minutes with the entire unit.

Policy regarding food and drink in the library (SD)

The council discussed modifying the food and drink policy so that no food shall be allowed in the library, and drinks shall only be allowed if they are in covered containers and not near the computers.

HS moved that a statement to that effect be approved.

CL seconded the motion.

The motion passed.

The council also noted that all staff should follow this policy when in public areas and at service desks.

TracDat Program Planning (SK)

JA and SK recently learned that Program Plans for 2016/2017 are due to be entered into TracDat by 11/15/15.

Our old plans are already in TracDat. They need to be archived, updated, and any needed new items added. The council recommended that HS, as the incoming interim director, check with J. Shankweiler to verify the due dates for data entry and prioritization.

SK shared some tips to keep in mind when entering TracDat data that she learned from a recent management meeting.

- Don't put supplies that are less than \$500 in the plan.
- Items that are over \$500 and have an expected life span of more than three years are considered equipment/durable goods.
- The technology plan is intended to include a cycle of periodic refreshment and revitalizing of software and equipment – not replacement.
- New feature – each category must have the items within it ranked.

VP Prioritizations (JA)

JA shared the vice presidents' prioritization lists. The Library and Learning Resources unit has one or more items on the list in each category.

- Staffing – two classified positions. One for the Learning Resources Center and one for Media Services. The one for the LRC will be a Library Media Technician IV, not a V as printed on the list.
- Classroom repair and furniture – 2 mobile book display units.
- Software – library system software and labels for the Teacher Resource Room.
- Instructional equipment – whiteboards for the walls of the LRC.
- Other – three network laser printers for the library.

Christmas luncheon (HS)

The unit Holiday Luncheon will be at Kincaid's in Redondo Beach.

Meals will be \$30 each payable in cash by 12/4/15.

Guests are welcome.

The Library will close at 12:30 on Friday, December 11, 2015

Other items

ADA and service animals (CL)

There have been several dogs in the library recently, some without leashes. Campus police we must have posted policy signs before they can ask a person with a dog to leave.

Gema presented a draft of a simple guideline for determining if an animal may stay in or must leave the library. The council discussed drafting a policy and recommended sharing the draft for feedback with the rest of the unit, researching other schools' policies, and consulting with the Special Resources Center.

Facilities (MI)

MI brought to the council a request that when activities such as the recent pest control visit are planned, that we be provided with more information before hand about any preparations or cautions that might be needed.