**Minutes of the Librarians’ Meeting March 21, 2019**

**Present:** Analu Josephides (AJ), Mary McMillan (MM), Camila Jenkin (CJ), Ryan Gan (RG), Gary Medina (GM),

Meeting moderated by CJ and RG took minutes.

**AGENDA ITEMS**

1. **Approval of Past Meeting Minutes**

Minutes were approved last week over e-mail.

1. **Status of Past Action Items**

MM to create shared list of LibGuide ideas, all others to contribute. - Completed

CJ to add ERMR signage needs to the signage committee chart – Added

AJ to work with Dr. Martin in assigning a key to be held at the reference desk. - Done

1. **Student Discipline/Conduct**

AJ gave background on AB 5520 and showed the current policy document, section 5 of AB 5520 was discussed and AJ reported that CS wanted to make changes/additions. Talked about how it is specific to instructors in the classroom setting but there are differences in space and scope in the library setting. Provided some history on student conduct incidents in the library which were so egregious that warranted immediate intervention. MM asked for clarification and suggested that we look over the Academic Senate meeting minutes regarding the campus student discipline policy being discussed and provide feedback. MM pointed to the campus student conduct policy and it specifically says that students must follow the instructions of the employees of El Camino College. This was reiterated by Ross Miyashiro (VP Student Services) at the last Academic Senate meeting. RG talked about progressive discipline. Maxient and ID procedures were also discussed.

**Action: AJ to put Student Discipline/Conduct on the Division Council agenda.**

1. **LSP**

RG shared that the Library is 95% weeded. First load of data files have been validated and submitted to Ex Libris vendor. Test environment is in the process of being built and there is a break while the Canvas site and workflows are being redesigned and restructured. Next phase is coming up with a rough program plan on how to let ECC know the new LSP is coming. RG proposed that an announcement should be made during Fall Flex Day.

1. **E-Resources**

* Ez Proxy

MM shared that we are in the phase of going with EZ Proxy for remote access authentication. Explained that since WAM is part of Sierra, we are going with EZProxy as we are migrating from Sierra to the new LSP. The new platform does not have a built-in proxy method so a 3rd party solution is needed. The hosted version is what we are going with which has the similar advantages as what we had when we went with Sierra hosted. If all goes as planned, EZProxy should connect with the SIS Colleague, providing a single-sign on experience. This will resolve the issue of needing manual patron uploads each semester into the library system. If students & employees are in Colleague they should be able to authenticate with their standard ECC username and password. Order has been placed with OCLC. MM also explained that all links pointing to e-resources will need to be revised with the new proxy stanza, including those in LibGuides and ones being used by faculty. Implementation will take place this semester for a planned summer launch to avoid student confusion mid-semester.

* New E-Resources

MM shared that we were finally able to get the Chilton Library database for automotive repair manuals, which was requested by the auto faculty after receiving a vendor demo and trial of the product last year. In addition, we acquired a bundle of five Gale Primary Sources archival collections. LibAnswers has been ordered. AJ will be taking the lead on populating the FAQ module and implementing the new iChat feature. It was discussed that this configuring and rollout should be during the summer. Ordered 10 new reference eBooks accessible from the GVRL platform.

* Proquest AVON trial (available until mid-April)

MM said that this is a Films on Demand-type streaming video product. Librarians can ~~login~~ access the trial from the Database Trials libguide sent out by Mary to try out the database. Feedback can be submitted via the embedded form on the libguide.

1. **Survey-SAO Assesment**

MM reached out to Sheryl Kunisaki about Learning Resources being included in the survey and Sheryl said she would like them to be included in the survey. Separate surveys should be done with students and faculty as there is different information we would like to gather from these user groups. CJ asked if it should be done online or in person. GM- When is this due? MM/AJ- We would like to administer the survey sometime after spring break so we need to finalize the survey questions and request its administration from Institutional Research. CJ also affirmed this. MM said that the Microsoft Teams site should be where we should collaborate. AJ asked about which of the draft surveys on our Teams site to use as two had been uploaded. It was determined to use the one in the Evidence folder as more had already been making comments on that file. The duplicated file was deleted to avoid confusion. CJ asked how we should make edits. AJ suggested April 4th for a Special Meeting to finalize the survey together. AJ moved to have a special meeting on April 4th at 2:00 p.m. RG seconded. Motion passes unanimously.

**Action: Special Meeting to be scheduled on April 4th to complete Survey/SAO assessment.**

1. **Search Request**

*that he is using in Public Access to help track the search card process for completion*. GM relayed that Laurie Pelayo *agreed that placing a note on search cards would be recommended for purchasing books not found in the search process*. GM and AJ are meeting during the summer to talk about *converting th*e p*hysical search card to an* electronic submission form *hosted on the Reference Desk Google Drive site.*

1. **Other/Future Agenda Items**

AJ requested that all full-time librarians submit items they would like to see negotiated by the union for the librarians. AJ must respond to union leadership with librarians request.AJ requested that the librarians should be thinking about their summer schedule. The summer schedule will begin development sometime in May and brought forward at the next Librarians meeting.

**ADJOURNMENT**

AJ moved to adjourn, RG seconded. Motion passes unanimously. Meeting adjourned at 4:01 p.m.

**ACTION ITEMS:**

***Action: AJ to put Student Discipline/Conduct on the Division Council agenda.***

***Action: AJ to schedule Special Meeting to be scheduled on April 4th to complete Survey/SAO assessment.***