Minutes of Librarians' Meeting 13 September 2013

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Alice Grigsby (AG), Moon Ichinaga (MI), Mary McMillan (MM)), Noreth Men (NM), Claudia Striepe (CS)

AGENDA
The minutes of the last meeting will be sent to Ms. Hairston and the Unit.

TECHNOLOGY

Amazon.com/acquisitions: AC and AG met with Mr. Bonura and have received an Amazon credit card to the value of $1000 to be used for emergency purchases. The card will be in AC's name as the acquisitions librarian.

Millennium Update: NM noted that our last upgrade was in 2010. We are currently using the 2009B release and should be on the 11.1.4, and a newer release 11.1.5 is right around the corner. We are down to "limited support" and at the end of January 2014 will get no support at all unless we upgrade. Thus we aim to upgrade in the months of October or November this year. The upgrade is expected to take a ½ day, but during that time not all modules will be available. The upgrade itself takes 2 hours then there are pre and post upgrade administrative tasks. IT needs to come and install the new version of the Millennium client on staff computers and this must be scheduled with IT staff. Hopefully this can be done on a Friday which is a light day. Pros and cons of dates were discussed. NM will send out notification ahead of time. In response to a question NM noted that we are just getting an upgrade of Millennium, NOT Sierra which is a different Millennium line and has fees attached.

RESOURCES

Faculty Collection (Basement): It was agreed that Acquisitions will take over the task of checking how often the Faculty Collection books are checked out. NM will meet with AC to discuss the task.

Protocol for copy/print problem reporting: NM thanked MM for arranging the student schedule so that all the library open hours are covered. The burden for reporting problems should be off the reference desk and shifted to the QCI students, even down to filling out the problem report form. The forms are in the drawer under the Reference print release station. All problems from downstairs are to be reported to Rebecca and she will liaise with NM. If the downstairs staff send students upstairs tell them to return downstairs and ask for Rebecca. If she is unavailable the downstairs staff can call NM. NM emphasized that the problem report forms MUST contain the student name.

Paralegal Password for Reference desk: The password for desk use will be issued in SD's name.

FACILITIES

North Reading Room: SD reminded all that at the start of any desk shift the librarians should walk through the North Reading Room and caution noisy students. It was agreed to continue

this practice. MM reported that she additionally patrols the room regularly, as do certain of the Asian Senior Volunteer group. It was voted NOT to have signage re: noise. NM brought up the issue of students sleeping under the carrels and in the study rooms upstairs. It was agreed to wake students sleeping on the floor, or in the rooms, but leave them alone if they were sleeping upright in a chair. MM brought up the issue of cellphone use. Our practice is to ask them to go into the lobby, but MI correctly pointed out that we did not want the lobby to become an "anything goes" area, as it is also part of the library. MM will speak to Cindy and Kim about this problem.

Faculty Resource Center: AG proposed dismantling this room, originally designed as a space for adjunct faculty, as the equipment there is very old. Don Treat will remove the computers and scanner. Discussion focused on what to do with the space. AG said the configuration did not lend itself to conversion to a study room. CS suggested it be used to store and sort gift book items. Ac will look at the space with this in mind. AG noted that she has been asked to remove the counter in the teleconference room, and wondered whether we could use the counter elsewhere. NM suggested using it to replace the current reference room counter. AG will arrange a field trip to take measurements and see whether this is feasible.

STAFFING

Public Services Staffing Update: MM thanked all for patiently answering all her questions. MM noted that the public services area is now almost completely staffed and she will not be accepting any more requests. MM is just waiting for the last few students to complete the HR processes. MM aims to assign specific students to oversee specific area as this will make it easy to see where the weaknesses and strengths lie, and allow for specific training. If librarians note problems with student workers they are please to notify MM. Albert Romero was handling student supervision for a while, but MM has taken this responsibility over from him so that he can concentrate on his other duties. One student will be designated to clean the computers.

PLANNING

Library Policy 4040 Review: There was some discussion on potentially confusing phrasing. Comment/suggestions can be forwarded to AG via email before the next meeting when the matter will be finalized.

ALC Update: Due to accreditation issues, the ALC has been concentrating on the academic side of the house. After the Sept 15th accreditation team visit, and depending on the outcome of that visit, the ALC wishes to focus on the Student Services areas. CS has a mail in to Janet Young re: Tracdat training. Whether to jump in at the beginning of the training cycle, or wait until the ALC is ready to work fully with student Services. CS will keep the body appraised of developments.

Program Review Recommendations: DB had sent out an email to all with updates to the recommendations area. He thanked all for their input, and has amended the document accordingly. DB and CS will meet with AG on Monday re: the Program Review document. DB asked NM as our Technology committee representative whether ITS has a schedule of planned computer replacement? NM and AG answered that ITS has a plan/order for Division computer

replacement, but not a plan for WHEN as that is dependent on budget. Humanities dept. seems next on the list and then the LRU. It was noted that, in the interests of affordability, ITS is looking at using thin clients for ALL computers. We will report that we have no control over the IT budget or scheduling. BD also noted that in the light of Acquisitions getting the Amazon card, he will remove recommendation 7. DB will still be working with the librarians to collect statistics, especially on database usage and collection usage.

PROFESSIONA: DEVELOPMENT

Update on Embedded Librarian/Humanities Division: CS reported that she, MI and SD had met with the 5 interested faculty Professors Jaffe (MI), Hong (SD, Nagao (SD), Welsh (CS) and Carr (CS) last semester and that the individuals were now working together and arranging orientations. The librarians had been added to class syllabi and the project seemed to be moving ahead smoothly.

MARKETING

Library/LRU Open House: CS distributed a handout with an analysis of the Open House. Response in terms of the worksheet had been disappointing, but had furnished some interesting data. The analysis will be discussed in detail at Tuesday's Unit Council meeting. Some issues to consider are: changing the date, better marketing, rewording some of the worksheet questions. MM had given out 4 of the 9 prizes so far. Pictures taken by CS, Ac and MM will be collected and posted – perhaps in the lobby and on Facebook. The event will be reported in the Program Review as part of our SAO efforts.

Instructional Videos Update: SD noted that he had finished training and had set up the webpage with a menu of the 4 videos made so far. SD said that the concept of video making is driven by "on demand" need, so he expects to be taking videos down/archiving and replacing and tweaking at a rapid pace and did not want to be too bogged down by overly formal protocols. AG thought it was advisable to have at least a little input form peers. It was decided that SD will get input from a student and from CS as instructional librarian on future videos. In response to a question SD noted that the videos are currently hosted on Screencast. Vimeo and You Tube are other alternatives.

Friends of the Library Questions: MI reported that she and AC had received a few questions regarding FOL benefits/privileges, especially as regarded access to PLATO. AG distributed the old and new versions of the FOL brochure for comparison and discussion. This will also be more fully discussed at the Unit Council meeting. MI felt that whatever we decided should be fully communicated to the FOL members. The brochures do show inaccuracies. No FOL gets database access. AG put the matter in MM Public Access hands. MM will work on the brochure and ask for responses. AG will work with Sheryl Kunisaki to resolve the PLATO issue. The brochure must be specific and clear and work up the angle that the FOL is more of a support body than a way of getting special privileges

OTHER

Review Areas of Responsibility/Job Analysis: AG provided a chart of job areas. Please view and sent comments/corrections to AG by the end of next week. P=Primary, S=Secondary, M=Provides Support

Announcements: The Nursing accreditation team will be visiting next week and will be inspecting the library R collection.

CS and SD will speak to Donna Manno re: showing the new faculty the databases – ideally in the Room 10 hands on setting.

Art display receptions were held on Friday evenings. AG feels it should not be incumbent on the Public Access Librarians to man the library after hours on a Friday and suggested holding receptions on a Thursday evening while the library is still open. Saturday mornings were also suggested. Minimal refreshments may be served. MI also suggested we think about how we will tackle the art display issue should Albert Romero take another job, as we have been relying on his good will and expertise to hang the art.

Cs/2013