

MINUTES of the LIBRARIANS' MEETING 5th December 2 – 4:30pm

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

APPROVAL OF PAST MINUTES: The minutes of the meeting of November 7th were approved and will be distributed.

PROGRAM REVIEW

Data for request/load patron records to include Concurrently Enrolled Students:

ACTION ITEM: AG and NM to discuss the process of adding concurrently enrolled students. Discuss the obligations of the library to concurrently enrolled students at a future meeting = IN PROGRESS.

NM noted that she still needs the data from R. Dreizler. AG said she will have the data for NM by January 15th so that NM can load the data before Flex day, and then again 2 weeks later. AG will confirm that R. Dreizler manually adds the names two weeks after the drop/add dates.

Action Items Review: CS distributed a list of the action items from previous meetings as a reminder, as it had been a while since the last meeting. Some were discussed:

ACTION ITEM: NM will prepare a request for change for ITS re: Reference screens/icons and email to all for comment and then this will be sent to ITS after the mandated 2 month wait period.

ALSO

AG will work with RW and IT to get the Ref area computers to begin at the library homepage, and get the icons corrected = IN PROGRESS. NM confirmed that the reference desk computers should have icons for Explorer, Firefox, Chrome, the library homepage, and the library catalog, and the default start page should be the library homepage. There will also be an ATTENTION screen that will display after login, and students must click OK to progress. NM will send this on to AG in an email, to forward on to IT.

ACTION ITEM: Contact R. Sutton/B.Krause re: start-up to adaptive access programs in Library Adaptive Access room = IN PROGRESS. AG spoke to R. Sutton and he has volunteered to look at the situation.

ACTION ITEM: Librarians to decide which Committees to belong to (LAC or Unit Council) and notify AG. AC will email Divisions to recruit more faculty for the LAC. = IN PROGRESS. Please email AG by week's end and state preference. MM also suggested changing memberships after a year so all can have opportunities to be voting members of the Unit Council.

ACTION ITEM: Consider a new classified position = IN PROGRESS. AG noted that a new job description and proposal will be done in the next semester.

TracDat Training:

ACTION ITEM: TracDat Training (Program Review and Planning) = ACCOMPLISHED. Most LRU members have signed up for TracDat training. AG will add the Plan Builder 14-15 items to TracDat and the librarians will add items for the 15-16 year after training is done and before the semester ends.

LibGuides:

ACTION ITEMS: MI and SD will create and bring to an upcoming librarians meeting an example Homepage site and MM will create and bring an example individual libguide for discussion. We would then adopt the homepage and use the individual libguide as a template, with the understanding that all can be changed in the future as our expertise grows and as new releases are unveiled =

ACCOMPLISHED. The landing/homepage for LibGuides was shown by MI and SD' panorama picture of the library was admired. All agreed to MI's suggestion of using the By Subject and All Guides tabs only at this time. We will not have By Type and By Owner. MM then showed an example, template page (still in progress) that she will publish, and librarian training will begin in Spring. Librarians can explore LibCal v.2 pages and examples on their own, ahead of the training time.

NEW ACTION ITEM: Librarians MM, CS, MI, SD to be trained to create LibGuides in Spring.

DIGITAL RESOURCES

CREDO Reference Power Search Feature: Item tabled for Spring.

Moving Circulation Notices to e-mail: Item tabled for Spring.

FACILITIES

LibCal: MM met with the Circulation staff and got feedback on the system. Mary showed the Room bookings public page. Staff can inactivate rooms if needed. Patrons can book via individual names "kim", or a team name "Mat Divas. Confirmation e-mails are sent and these contain the room location information. Bookings are in ½ hour blocks. Currently one can reserve 4 hours a day. MM proposed reducing this to 2 hours a day and a maximum of 6 hours a week to allow for wider access. The policy also states that at least 2 people must be present within 15 minutes of the booking, or the booking is forfeit. AG suggested adding to the policy page that the rooms are to be used by ECC classes only – no paid tutors; the wording suggested was "No commercial use allowed". "No Children allowed in Study rooms" will also be added. Patrons must agree to the policy page, and then the fillable form appears. Patrons are given a reservation slip. Rooms are unlocked at the beginning of each day, and in between reservations may be used by students – but they must vacate the room when booked parties arrive. MM noted the goal is to introduce the system in the 3rd week of the Spring semester. Flyers will be available from week 1 to advertise and promote the service.

STAFFING

Reference double-shift hours: SD noted that good reference questions are coming in in the afternoon hours. SD shared a handout showing that reference is busy on Tuesday, Wednesday and Thursdays. We have part-time coverage on Monday, Tuesday and Thursdays. Perhaps double coverage is needed on the busy afternoons.

NEW ACTION ITEM: SD will survey this semester and make a recommendation for 2015-16. Currently the double coverage is 9-12, should it be 10 – 1?

Summer Priority List: AG noted that last summer hours were swapped that affected the priority list. The integrity of the priority list must be maintained. If you cannot work your assigned days, please make sure that one of the priority librarians takes the hours, so as to keep the list viable. AG will also review the handout that was distributed as NM has some hours that were paid from another fund and this may affect the listing.

MARKETING & OUTREACH

BigReads partnership with Inglewood PL (IPL): AG distributed a handout re: the proposed partnership with IPL. AG had a conference call with IPL on Monday. AG stressed that the ECC's role has not yet been defined. The idea is that a class would hopefully agree to read whichever book from the shortlist that is picked as the BigReads book for 2015-16. The project runs from 2015-16 so there is time to discuss the options with classes. The actual partnership would be a month long series of events featuring author readings, movies, panels, etc. AG would also need to go through the ECC Grants department and get

approval. They may provide some book copies, and we might need to buy a few extra copies. Reservations were expressed, based on past experiences, at the amount of work for little discernable return. It was felt to be more suited for public libraries. If we involve classes it will have to be on an "extra credit" basis, and much extra credit activity is currently not popular- faculty have been asked to cut back on such activities.

Reference Desk Voicemail Greeting: MI noted we used to have a greeting, but with the move to VOIP the greeting was lost, and now the reference desk phone just rings. It had been agreed not to activate a voice mail function, but it was felt that we should have a greeting. MI has put in a request with B. Sandoval. Sandoval said that someone should record a greeting and he will return to install it. The agreed message:

"The reference librarian is not available at this time. Please call back, or try the Ask-A-Librarian service. Library hours can be found on the ECC library web homepage at http://www.elcamino.edu/library/library_ser

OTHER

Department Procedures: All areas should update policies and procedures. Children are not allowed in the Basic Skills area study rooms. Children under 13 are a security issue. Children may come into the Library (except the computers), but NOT into the LMTC, Basic Skills and Tutoring areas. MM will add to the policy page that children are not allowed in any study rooms.

NEW ACTION ITEM: *All library areas should review and revise policies and procedures, and share revisions at upcoming reference meetings beginning Spring 2015, and post policies and procedures in a public space accessible to all. A regular cycle for review should be established. = IN PROGRESS*

Department Meetings: If department meetings are held, please ensure that AG gets a copy of the meeting minutes and give a summary report at the Unit Council.

Staff Area Doors: AG will ask Patti to keep office doors in the back area shut as this is a vulnerable area at present.

REFERENCE MEETING ACTION ITEMS STATUS

ACTION ITEMS: *MI and SD will create and bring to an upcoming librarians meeting (though NOT 7th Nov) an example Homepage site and MM will create and bring an example individual LibGuide for discussion. We would then adopt the homepage and use the individual LibGuide as a template, with the understanding that all can be changed in the future as our expertise grows and as new releases are unveiled = IN PROGRESS*

ACTION ITEM: *All Librarians must put up a faculty web page, or update their current page if necessary. = IN PROGRESS*

ACTION ITEM: *AG and NM to discuss the process of adding concurrently enrolled students. Discuss the obligations of the library to concurrently enrolled students at a future meeting = IN PROGRESS.*

ACTION ITEM: *AG will give a ruling on Compton Faculty access to ECC databases = IN PROGRESS*

NEW ACTION ITEM: Librarians MM, CS, MI, SD to be trained to create LibGuide in Spring.= **IN PROGRESS**

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