<p style="text-align:center;">**Minutes of the Librarians' Meeting of September 8th, 2016**</p>

Present: Don Brown (DB), Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Noreth Men (NM), Rebecca Russell (RR), Claudia Striepe (CS)

AGENDA ITEMS

The minutes of the librarians meeting of September 1st were approved. MM will send on to Ms. Baldwin for posting, and will send out to the LLR staff.

LIBRARY PROCESSES

1. **Acquisitions Process:** A handout from the Acquisitions /Cataloging staff on current workflow procedures was distributed. The handout outlined the process based on Choice Cards and additional selections.
    For additional selections (not Choice cards) AC generated an order file/Staff list in BIP (Books in Print). These lists can be Private (password protected) or Open. Once deemed ready, Ms Whiting can order from the lists.
    Procedure: Go to BIP, Search BIP, find item and pull up full description, click Add to List, a pop-up will ask whether one wants to add to an existing list, or create a new list.
    The question of budget management arose. If we create separate lists, who will be tracking the budget and prioritizing? It was suggested that Ms. Whiting tell us what is left in the budget after the standing orders and we divide up the remainder according to liaison/Division areas for Choice card purchases and additional requests. This might need to be renegotiated periodically. There are many factors to consider, including getting a rough estimate of past Division allocations. MM will email AC to try and get some figures on this. Each librarian would also need to keep a rough spreadsheet to track expenditures so that we do not exceed allocation. This would be an estimate as often additional charges are incurred depending on services offered by the vendor. Periodically Ms Whiting would need to confirm amount spent.
    Textbooks do not come out of our book budget, but have a separate Foundation fund.
    To Do: MM will get a rough Division allocation from AC and Ms. Whiting, so that the budget can be divided between the liaison librarians; we will make and maintain separate lists for the supplementary requests (BIP) and the Choice cards and keep a spreadsheet of approximate expenditures. Ms. Whiting can help us periodically update the amounts more accurately.
    This procedure will only be in effect until we hire a new acquisitions librarian. It was noted that usually the monies must be spent by March of each year.
    AC's older Philosophy of Collection Development handout was also shared and we should see where it could be updated.
    Update: The suggested procedures may need to be run by the Acquisitions techs for their input as to feasibility. MM has been in consultation with MW and LP.

REFERENCE SERVICES

1. **Signage:** AJ showed examples of current signage he felt were out of date and worn. He felt new signs in the Reference area are appropriate, especially in cases where it would help minimize instances of confrontation with students, or strengthen our requests for compliance. AJ felt the part time librarians could help in this project, and it could serve as an element of p/t evaluation as well. Please send ideas for graphics and wording to AJ. AJ will bring all proposed signs to future librarians' meetings for approval.
2. **Log Book:** The reference desk log book had fallen out of date when we had moved to using Google "Ref Desk" for communications. AJ, despite being the owner, does not have access to the Ref Desk edit function at this time, and will contact SD for further instructions. It was suggested that AJ keep the Log book updated with essential information as a back-up.
3. **Ask-A-Librarian:** NM noted that this service is currently unavailable as the college lacks a Web Master, and SD deleted his account when he left. AJ will need to create a new form for this service. AJ suggested other avenues, for instance Virtual Reference service. This was tabled for a future meeting. If we do introduce new services, it was suggested we do not tie it to one person, but create a generic site password. Public Access has a generic one for fines and room reservations, not tied to one employee name.
4. **Miscellaneous:** AJ asked about ordering library handouts. SD used to order about 500 at a time. It was suggested AJ use the opportunity to ask about updates before putting in the next order. Perhaps the handouts can be shortened, modernized, and made more colorful, or otherwise eye-catching. The issue of a new reference desk was raised, something more user friendly. This is a big project that will need thought re: future building plans, and funding. All were in favor of some change to the reference desk area.

POLICIES & PROCEDURES

1.**Patrons:** CS noted that the current patron conduct policies are more aimed at Children in the Library and similar specifics. AJ had encountered a few problem with patrons and had asked about our options. The best thing is to refer to BP/AP 5500 Standards of Student Conduct http://www.elcamino.edu/administration/board/boarddocs/AP%205500%20Standards%20of%20Student%20Conduct.pdf also follow through with AIMS reports and campus police support. We should also keep records (AIMS forms are useful here) and be consistent in our rules and procedures. Normally the process is to give 2 verbal warnings, then to use the AIMS forms and call the Library Director and or police dept. We are urged not to leave the building to follow or engage with disruptive patrons. We should also standardize "code words" for serious situations. The campus police have a right to ask for student or other id cards from patrons. Other strategies are to approach disruptive patrons with a partner, and perhaps look into having a time limit on the computers.

FACULTY POSITION ID

1. **Job Description:** RR and CS are to meet Friday: re: the description and other materials needed for the faculty position id process. They will be asking for feedback and materials/statistics from the librarians.

FACULTY/LIBRARIAN EVALUATION

1. **Schedules of Evaluations (p/t and f/t):** RR shared a chart of the upcoming evaluations. CS was asked to share the dates of upcoming orientations to allow for ft librarian orientation peer review and student evaluation. We will try and finalize the evaluation timeline at the next meeting.

2. **Part-time librarians:** Librarians were asked to look at the contract and provide ideas as to methods of evaluating pt librarians.

OTHER

NM again mentioned that the LLR web pages are not up-to-date in some areas because there is no campus webmaster**. (UPDATE: it was revealed that a web master HAS been hired and will begin mid-September)** NM has submitted the updated pages, but there has been no-one to publish them.

Cs/2016