

## **Minutes of the Librarians' Meeting of September 22, 2016**

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

### Agenda Items

#### **Program Review:**

- DB reminded group that SAO goals are big part of the program review. Staffing changes have made it difficult to gain traction. DB provided a handout detailing the current three teams as part of the program review. Meeting dates need to be planned to get tools to help gather data and for assessment. CS stated that data may include pre/post data from instruction and the student satisfaction survey. MM will plan on resending the satisfaction survey from the last program review to the team for possible addition of student focused questions (see below, bullet point 3). MM/DB suggested that the survey design should focus on what students will like to see in the future, as well as the librarians. RR suggested having questions designed to rank priority. We were reminded that the survey is usually only 2 pages long.
- DB provided information on items for program review planning that may/may not need funding. The items are currently non-prioritized, DB requested that the librarians let him know of additional items that may be relevant to include in the review before the next librarian meeting. BI room expansion ideas were discussed.
- CS reminded the group that Irene in Institutional Research (IR) is busy with multiple requests due to the program review process. IR needs lead time to review surveys to ensure that requests are completed within a deadline. RR suggested putting what is desired in the survey and having IR give feedback. MM suggested that each department develop one/two questions from their respective service areas.
- RR provided information on Fall 2016 Program Review Training Schedule. RR reminded everyone of deadlines for getting information into TracDat . CS mentioned that the Business Division submitted program reviews and that their Table of Contents may guide program review processes in the future as it was so thorough.

#### **Academic Senate:**

- The LLRC was commended during the last meeting.
- The master education plan will be posted on 9/27.
- CS reminded the group of the faculty book club, selection is Whistling Vivaldi. MM stated that the library has five copies of the book and the book club will be providing/loaning copies to people agreeing to attend all the club meetings.
- Dr. Maloney visited, speaking about priorities for the college.
- The President's Office will be preparing her space in December and Winter term.

- CS explained some of the adjustments being made to the campus in addition to the new Administration building.

#### **Archives:**

- MM is in the process of moving out “high demand” items (i.e. sabbatical reports, yearbooks, etc.) from the archives and placing them into the periodicals area.
- A question was posed about what to do about the Treasury Collection. The entire collection could be moved or the records could be suppressed in the OPAC. NM stated that the latter option can be done in Sierra by isolating DB, CS and MM stated that the collection gets minimal use (1-3 requests per year). GM recommended that based on low usage the suppression of the records may be the best option.
- Archival items located in the storage “cage” should still be available for use. MM stated that most requests from this area of the archive come from the president’s office or public relations.

#### **Position ID Requests:**

- RR reminded the group of her vacation plans in October and the need to review the job descriptions for the Acquisitions and Systems Librarian positions.
- RR suggested a meeting on October 4<sup>th</sup> to solidify the job descriptions for each. Position ID requests are due on October 7<sup>th</sup>.

#### **Systems:**

- NM provided feedback of the Campus Technology Committee meeting on 9/20.
- We are in the last year for the three year hosted system for the ILS. Next year the library will be responsible for paying in full for maintenance and hosting of the ILS. NM brought up the potential for open source ILS options being made in 2018. RR suggested placing the ILS cost issues into the program review. DB stated it should go under “technology” in the review.
- NM reminded everyone of the importance of getting this issue in front of the tech. committee due to them managing centralized systems on campus.
- DB/RR mentioned that there is a need for a Library Technology Plan in the future to evaluate needs.

#### **Collections:**

- A discussion was had in regards to moving the “R’s.”
- MM reminded the group of the work still being conducted in shifting of the “P’s.” This work is not completed and a decision should be made as to stop at the current point.
- CS suggested a focused weeding project of this area.
- The group decided that stopping the shifting project was a good idea. RR recommended that temporary directional signage be completed by Marqueeada.

#### **Periodicals & Reserves:**

- MM proposed the review and weeding of the indexes located in the East Wing.
- A discussion was had in regards to the fact that many of the indexes are not needed. Those that are deemed worthier of keeping may be moved to the microfilm area.
- A print periodicals list of discontinued subscriptions was distributed to the group.
- We have so many proposed projects, we need a focused plan so as not to do this all piecemeal. We should decide on a project leader, and a time frame and whether Gary has any staff available who could do the “heavy lifting” – maybe discuss at the next meeting?

#### **Faculty/Librarian Evaluation:**

- DB and NM’s evaluations have been postponed.
- MM is in her ongoing tenure review process this academic year.
- GM and AJ will be evaluated this semester, schedule is forthcoming.
- Evaluation procedures were handed out for review by RR.
- Evaluation schedules still need to be confirmed. MM will be on the review committee for GM, NM also volunteered to be on it. DB volunteered to be on AJ review committee.

#### **Reference Services:**

- AJ updated everyone on various reference projects, including: signage, theme celebrations, reference log book, reference weeding.
- NM suggested that adjuncts start their weeding in the “A’s.”
- AJ gave an overview of various grant projects he is researching for potential.