

## **Minutes of the Librarians' Meeting of November 10<sup>th</sup> 2016**

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

The meeting was chaired by NM and CS took minutes.

### **AGENDA ITEMS**

The **minutes** of the librarians meeting of Oct 27<sup>th</sup> are still awaiting final approval., upon which Ms. Baldwin will post to the web, and send out to the LLR staff.

### **Faculty Hiring and Evaluations**

#### **Position Announcement. Supplemental Questions:**

Dr. Shankweiler agreed to our amending the standard supplemental questions on the job application, given the specialized nature of the library positions. The job announcements are due November 15<sup>th</sup>. pending the prioritization announcement. The librarians discussed the wording of potential questions which may be further tweaked to suit.

#### **Evaluation Plan for Part-Time Librarians. Part-Time Evaluation Forms:**

AJ compiled a packet that could be used as a template for future p/t evaluations. Details and timelines were discussed. CS commended AJ on his work in this area.

### **Program Review and Annual Planning**

**SAO Pre-Post Testing:** It was decided to run the Information Literacy pre-post tests during orientations over the next 2 weeks to get a representative sample size. This will also allow time to compile and analyze the results. This data will be added to the Program Review.

**Program Review Focus Groups:** At the last meeting it was decided to run two student focus groups – one on the Library facility and one on the online/Technology offerings- the Facilities group is holding their meeting on the 15<sup>th</sup> Nov, and the Technology group on the 22<sup>nd</sup> Nov This data will also be entered into Program Review.

**Budget Requests and Prioritization/Tracdat:** CS shared the last Tracdat Annual Plan Prioritization. The librarians had met and added a few requests and must now rank the list in a new prioritization order. The library requests will be shared at a LLR Council meeting, along with the Media and the LRC requests and these will be ranked together by the council for the final Unit submission. The information and rankings will be entered into Program Review.

**Reciprocal Borrowing Agreements:** GM followed up with CSUDH and CSULB on the reciprocal arrangements and provided handouts. The agreements still hold and are active. GM reported that the investigation has caused him to look at our own renewals policy, which he is discussing with his staff and may amend. GM will share findings, discussion and proposals in due course. DB asked that the reciprocal agreements and any stats be shared with him for inclusion in Program Review. All thanked GM for his work in this area. It was noted that now our fines DO come back to the library as are often used for textbook purchase. DB will note this in the Program Review as an improvement over past practice.

### **Facilities and Safety**

**Winter Hours:** NM put together a Winter schedule that has been accepted by the librarians. RR is meeting with VPAA Shankweiler re: costs on Nov 18<sup>th</sup>.

**Maxient Training and Recommendations:** RR urged all to look at the Maxient site and become familiar with the content of the relevant BPs and APs. All are urged to be on the look-out for, and sensitive to potentially explosive situations. The Maxient site readings could provide strategies useful for defusing situations before they get out of hand. Encourage classified and part-time staff to look at and read the materials too.

#### **OTHER**

**Emergencies:** NM noted that a part-time librarian had asked about protocols re: emergencies that might occur on a Saturday.

The protocol is to call the campus police, who will call the Dean on Duty, who will call RR If the library needs to be evacuated, the staff should stay with the building captain (Ms. Lau on Saturdays) Afterwards RR needs an incident report via email so that she has information /awareness of the situation. It was noted that all procedures and protocols must be available in print form at all service desks in case the computers go down in the emergency.

**Chromebooks:** NM asked for a final decision on the proposed Chromebooks pilot. All agreed to move ahead in principle. NM will convey this to Prf. Marcoux and we can work on the details during the Spring semester with a view to implementation in Fall 2017.

**OER Taskforce – Librarian Needed:** VPAA Shankweiler asked that a librarian join the ECC OER taskforce, to provide support, suggest acceptable resources, show faculty what is already freely available to students via Databases and e-books, and aid in aligning the program with the current ECC goals and campus culture. MM agreed to volunteer for this position.

Cs/2016