

Librarians Meeting of February 16th, 2017

Present: Don Brown (DB), Noreth Men (NM); Claudia Striepe (CS), Analu Josephides (AJ), Gary Medina (GM)

Absent: M. McMillan, R. Russell

Minutes

- The December 8th, 2016 minutes were presented.
- All librarians approved of the minutes.

Agenda

- Librarians moved to place on agenda **Librarian Meeting Structure**.
- Librarians discussed and voted that the librarians should develop agenda and that the Reference Librarian be tasked with collecting agenda items from both Librarians and Director no later than 48 hours before Librarians meetings and Reference Librarian will disseminate agenda 24 hours before actual Librarians meetings.
- Librarians agreed that the Librarians meetings are every other Thursday's from 2pm to 3:30pm.
- Librarians recommend that the first hour of each librarians meeting be allocated for the librarians only and if the Director has any agenda items for each meeting that the Director have the last 30 minutes of the Librarians meetings to present.

Systems Librarian

- Librarians noted that the pool of applicants is very small, but could not comment further.

Budget Issues

- Librarians discussed Fiscal Year enhanced book budget and would like to receive purchasing information. Michelle has 3 stacks of choice cards and distributed to all librarians. That the librarians have until April to spend the money on the books.
- Librarians request update from Director of Library on budget and deadline of purchasing for ordering books.

Canvas

- CS shared about etudes conversion to canvas and she is now certified. The librarians expressed how canvas can be used by the library. Three areas for canvas collaboration are as follows (1) We can send url to teachers (2) automatically add library link to all classes or 1 or 2 links for library tutorial and (3) embedded librarian with a distant education class and librarian can provide access to links.
- Librarians recommendation that Gema offer to the canvas distant education users the same opportunity that the current etudes users have and to embed the library link on these pages.

SCIL Workshop

- CS provided information about the SCIL workshop on Friday February 10th, 2017 at CSUDH where there were three sessions (1) First scalable solutions train faculty in curriculum process to help with assignments and any new curriculum (2) grant led development workshop and (3) lightning rounds.

- CS shared that the UCLA MLS students are being embedded in classes and collaborate closely with librarians once a week through a mentoring and internship program.
- Recommendation that librarians with the Director of the Library tour Dominguez Hills library to view infrastructure and learn more about programs offered at that library. CS will liaise with CSUDH librarian Caroline Coward to arrange this.

LLR Reserve

- Professor John Baranski utilizes bound periodicals for classes. A list of these periodicals was given to the librarians at meeting. Librarians discussed concern of safety issues and closure of west basement after 5pm.
- Recommendation made by librarians that the following periodicals listed in handout be moved to the reference area supporting the safety concerns in the west basement by Friday the 24th of 2017.

Part Time Librarian Pilot Projects

- AJ discussed that he and Rebecca will meet concerning this pilot project. Librarians will continue to provide information of ongoing possible projects for the part time librarians that support the library and librarians goals.

Program Review

- DB presented the program review. Librarians discussed and worked collectively together on plan, adding and editing plan.
- DB will conduct tour on May 2nd from 1pm to 2:30pm for PR committee.
- Librarians went through 2nd page of the 2013 recommendations.
- DB recommended 2017 PR rough drafts for edit, page 2 on liaison librarians; page 2 and 3 on ERES and this not to be provided as services after spring of 2017; delete page 4 of the ERES.
- DB is seeking charts and graphs to include into PR.
- DB will follow up with Mary on numbers and stats for Films on Demand.

Adjournment

- Noreth will facilitate next meeting and Claudia will take next meetings minutes.
- Meeting adjourned at 3:45pm.