

Minutes of the Librarians' Meeting of May 25, 2017

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

The meeting was chaired by AJ and CS took minutes

Agenda Items

1. Approval of Minutes

The minutes of the librarians meeting of May 4th is pending online approval by the librarians. DB will resubmit the meeting minutes to all the librarians for final review.

Action: DB will resubmit the meeting minutes to all the librarians for final review and online approval.

2. Evaluation Forms and Process

This item came up during the part time evaluation process and DB agreed to draft and revise forms. Forms included are the reference desk observation and the student evaluation for part time librarians. One form provided is the full time librarian's form that includes category for "Unsatisfactory" and another form for part time librarians with "Needs Improvement" and "Unsatisfactory" category. All librarians agreed not to put information with regards to "Do you require a conference" on the part time librarian's forms as the evaluators can decide whether to have a conference and involve the administrator at the pre-evaluation meetings. The librarians discussed the draft part time librarians student evaluations and MM suggested the following additions (1) developing a research topic on how to print and make copies, or (2) received assistance with printing, and or (3) help with computing, copies, and printing. Librarians agreed to take off from the form male and female. The librarians agreed to amend title of the document to read, "Student Evaluation of Reference Services and amend the semester.

GM spoke on the part time librarians evaluation form and suggested that he is unable to comment on the topic of safety standards because he does not work with all the part time librarians in this area and recommended it to state, "Observes operating procedures and safety standards etc...."

Librarians discussed if the evaluation form will be placed on a scantron like form? Should the peer evaluators hand out the forms? Will the evaluatee hand out the form?

The librarians all agreed that the student evaluation form be handed out over the course of two weeks. The question was raised about who will hand out the evaluations since the full time librarians do not have this option. DB will revise and send out updated draft by next librarians meeting. DB noted that we should see article 20 in the contract. All evaluations have evaluators and Dean/Directors, but it is a peer evaluation process, deans/directors are secondary. Pre-conference allows evaluators to get together with Director to discuss report and comment and a chair creates amalgamated report. Individual

criticisms should not be discussed in the conference so that no comments can be linked to individuals because of possible law suits. This is to protect us.

Action: DB will revise part time evaluation forms and send out before next librarians meeting.

3. Staffing 17-18 Plan Emergency Hire Request Library Award

Collection Development – need figures on money spent. It was the understanding that the Director would keep us informed with regards to the monies available. History of Collection Development was discussed from liaisons to having collection development committee initiatives. The type of work to fall under the purview of the collection development are inventory management, manage liaison librarians, weeding, budget, statistics, choice cards, and catalogs, curriculum representative.

The librarians do not recommend an emergency hire for a collections development librarian, but rather a temporary part time hire for 1 year to help with collections development which will give us time to discuss the future of librarians at ECC.

The librarians do not recommend an emergency hire for a general reference librarian and believe that the part time librarians are fulfilling that role and serve the purpose of reference desk support to the full time librarians.

4. Library Privacy Policy

Library space is a public space – bring up for future discussion as it is a very complex issue.

5. Academic Senate Update and Report on FDC tour event

CS will put the FDC informed and Inspired tour packet in all boxes and shared thoughts with regards to calculators; CS will introduce GM to the Math Lab supervisor to be informed of their work with calculators.

CS reported that there is one more meeting on May 30th, a resolution of commendation was presented to Howard Story for his years of service, a change was approved to the senate constitution to incorporate DEAC (Distant Education Advisory Committee) as a senate subcommittee; a DEAC presentation and a presentation on student success scorecard and IEPI framework of indicators were given. Academic senate meeting packets can be found on www.elcamino.edu/academics/academicsenate/agenda.asp.

6. Library Award

AJ and CS prepared a letter to Jay Vidal thanking him for inspiring the librarians to create a library award and to inform him of the future process of the award program. Librarians agreed that the director of the library and learning resources should sign the letter as official. The award will be given every spring.

Action: AJ will send email with Jay Vidal letter attached to RR for signature.

7. Current Biography

NM reported on cost and provided recommendation in keeping subscription. Money is from book budget

Action: NM will inform Michelle to reorder subscription.

8. Campus Technology Update

Please see attached document for Campus technology update.

9. Status update program review and tracDac

DB reported on program review. A new org chart will go into the program review and MM will put it into tracDac.

10. Microfilm Weeding and Suggestions

Tabled and moved to next librarians meeting.

11. Copy/Vendor/Change/Printing

Librarians were not officially informed about the change of vendors and still no official notice made. GM reported that Ricoh will be new contract and QCI contract was cancelled. Librarians agreed that all students concerns with regards to the printing be directed to the director of the library.

IT asked QCI to keep things here till June 12 and then we will move to Ricoh. Librarians had the following questions, Where will it go? What features will the machines have?

Librarians expressed their concern about student's refunds.

Action: Librarians request administration to provide procedures in place with regards to printing and recommend that printing station be consolidated into one area and removed off the reference desk (Librarians can still help with printing when needed in printing room).

12. Student Visits

Librarians share concerns about students in staff area and students using staff computers.

Action: Librarians recommend that staff areas should be limited to staff only.

13. Updates/Other/Future Agenda Items

Number 4, 6, and 11 to be placed on next meeting agenda.

SUMMARY: ACTION ITEMS

Action: DB will forward the last minutes of the May 4th librarians meeting for final review and approval.

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Action: NM will inform Michelle to reorder subscription.

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