

## **Minutes of the Librarians' Meeting of 30<sup>th</sup> October 2017**

**Present:** Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS),

The meeting was chaired by AJ and CS took minutes.

### **AGENDA ITEMS**

#### **1. Discussion and input of Program Plan recommendations 2018-19 into Tracdat**

The librarians evaluated the 2017-18 plans, added updates and archived the 2017-18 plan to the Document Repository. The items from 2017-18 that are still relevant were carried over to the 2018-19 plan.

2017-18 Items rolled over for consideration in 2018-19 include:

- Increase in database and print subscription funds,
- Increase in book budget, especially considering the potential removal of \$100,000 from said budget as we separate from Compton.
- New art rails for art displays and installations in the library lobby
- Painting of LLR stairwells, begun and then mysteriously abandoned
- Dedicated IT technician for the LLR, especially considering that we are the primary student computer lab presence on campus.

NEW items on the 2018-19 plan include:

- Replace the old model projector in 102 with newer model. (Cost approx. \$5000.)
- Improve methods of statistics collection, integration, and analysis between library sections and departments to give a truer picture of the extent of our services and to aid in planning and decision making. (Cost neutral)
- An account with SpringShare/LibAnswers for an Ask-A-Librarian service that will extend Reference reach, and be of particular help with Distance Education students as we aim to better reach that growing patron group (Cost ??)
- Finalize the Student Library Award at a cost of \$200 to \$250 annually. (Cost neutral as funded via FOL)
- Continue to update Policies and Procedures to streamline the LLR operations with staff and student safety and success in mind. (Cost neutral)

Additionally we want to develop plans for the Ella Rose Madden and Microfilm rooms, and develop outreach methods for instruction of Distance Education students in particular, but ideas are too nebulous at this stage to formally include on the Tracdat listing. These will be more fully discussed during the upcoming months.

MM will finalize the list and send to the librarians for item prioritization, before sharing with the Division in preparation for integration with and prioritization of the three departmental LLR plans into one unified LLR plan.

*UPDATE 31<sup>st</sup> October 2017*

*MM reported back of a meeting with Irene Graff, who noted for future reference that the idea is to have up to three years at a time running on Tracdat, for instance 2016-17 for past reference, 2017-18 for current updating an evaluation, and 2018-19 for future planning - that allows one to see the flow of past, present, and future of the various area and departments. The oldest year is archived and can be dropped from the list as the years move on. Current and future year lists can be added to and updated dynamically*

*One can refer to the campus plan list to see what is funded through the year. Once the lists hit the top of the chain, money seems to be allocated throughout the year and the recipients told via an email which projects will be funded. So one might have a project/recommendation funded in August, and then another in February...that is when one can go into that year and add an update.*

*The library has a 2017-18 list and a 2018-19 list. We do not have a 2017-17 list, but that is OK per IG, and we know that some of our items would have come from a 2016-17 list.*

CS/Oct 2017