

## LIBRARY MEETING MINUTES – NOVEMBER 30<sup>th</sup> , 2017

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

The meeting was chaired by AJ and CS took minutes.

### AGENDA ITEMS

#### 1. Approval of Minutes

Librarians approved via email the minutes of the November 16<sup>th</sup> and October 30<sup>th</sup> meetings. These will be forwarded on to Ms. Baldwin for posting to the LLR staff and posting to the LLR web page.

#### **Motion to change order of agenda items and add an item.**

AJ motioned that an item (#3) be added to accommodate a visit from ASO student Bryant Odega, and that item #6 – Job Description, be moved to last so that adjunct librarian C. Jenkin could be excused.

Motion carried.

#### 2. Status of Past Action Items

Action Item: MM to confirm librarian approval of Books in Print process with Michele Whiting. – **Completed.**

Action Item: Librarians to review job descriptions to ensure they meet current and future operational needs. – **In progress, process begun in today's meeting.**

Action Item: MM to notify librarians of new database trials and solicit feedback to aid in collection development. – **In progress, notification expected soon.**

Action Item: Review left-hand navigation of the library's website and determine which pages we wish to highlight there. – **Tabled for Spring.**

Action Item: Begin process of acquiring 2017-18 budget requests that have been approved. – **In progress.**

Action Item: Review draft policy of LLR Student Conduct Policy and send feedback to CS – **In progress at LLR Council level.**

Action Item: Determine how to fund the microfilm recycling, where to locate any that will remain in the collection and a microfilm reader, and how to repurpose the space. – **In progress, CS took the quote provided by GM to VPAA Shankweiler who said she would discuss it with other bodies.**

Action Item: GM will develop a draft policy related to book renewals and bring it to a future librarians meeting for final approval. – **In progress, GM will present a draft at the next meeting.**

Action Item: CS and GM to confirm funding options with the Foundation. – **Completed, funding was approved by the Foundation and plans for the Student Holiday party are being finalized. GM noted that the librarians are free to attend the event on December 6<sup>th</sup> ,(12 noon to 3 pm), and dessert items, or items for “goody bags” for approximately 20 student workers would be appreciated.**

Action Item: CJ to present final draft of screensaver for librarian review. CJ and AJ to work with ITS on install...likely around the time that the remaining reference room computers are relocated. – **in progress. CJ has submitted options for discussion, and a final choice is expected at the next meeting. It was suggested to liaise with the Music Library on the project. ITS is expected to relocate the identified computers in the last week of the Fall semester. Signage will need to be developed to inform students of the change in operations.**

### **3. Recycling bins in the Library.**

ASO Director of Academic Affairs, and Political Science major, student Mr. Bryant Odega, discussed the possibility of putting a recycling bin in a high-traffic area of the library to bring awareness to the ASO and campus mission of environmental sustainability.. One bin will be placed in the lobby area. The bins cost \$300. The bins are black and will have 3 labels and openings (for cans, white paper, colored paper). The bin will be maintained and emptied (approximately once a week and monitored if needed) by the ASO. The librarians agreed to host the bin. More bins could be added as needed and if the ASO can afford to add more. The librarians asked Mr. Odega to ensure that the facilities management, with whom they are liaising, pass the information down to the actual facilities staff, and also to notify Public Access librarian GM so that he can also notify the facilities staff to expect the bins and that the maintenance of the bins is not part of their duties. The librarians also asked that the bins have more explanatory labels as to the types of paper accepted in the bins so that no food wrappers and similar are deposited, especially if bins are only cleared once a week. Mr. Odega thanked the librarians for their cooperation, and left the meeting.

### **4. Strategic Planning Meeting Update**

MM is part of the newly-formed campus Strategic Planning Committee and reported on the first meeting which dealt with a “bridging” study. Proposals from 3 external companies to conduct surveys and focus groups to see how ECC is viewed and how best to market ECC have been submitted to the college. The committee will reconvene in March 2018 to examine the results of the bridging study. The Committee also looked at the ECC Institutional measures (which are in effect until 2020), and newer measures from the Chancellor’s Office which are in effect until 2022.

### **5. Public Access Stacks Management Update**

GM reported that this project is being managed in phases. Phase I involved training the workers in taking ownership of a section of shelving in the stacks. A whiteboard is used to track activity. Phase II has involved making a senior Library Tech. more involved in management of the student workers. This has been successful and will be expanded so that more Library Techs will now be responsible for a “team” of student workers, and ensuring that their shelving areas are properly maintained. Senior Circulation Library Techs will also become more involved in the hiring of student workers so that it does not all fall onto the Reserves area, which will provide more balance between the Reserves and Circulation areas. GM has also asked the retired workers (Messrs. Park and Mr. Lin), to patrol upstairs and straighten shelves. They have proved most helpful.

### **6. Crossing Borders: Learning Communities, Student Equity and Student Success**

AJ reported on this workshop, part of the S.E.R. workshop series, hosted by BSS and Humanities faculty forming an equity minded learning community. This is part of the S.E.R. workshop series. AJ was asked about how these communities can connect with resources in the library. It was agreed that this is the sort of initiative the planned Outreach librarian could spearhead with contributions from the librarian team. MM noted that she gets similar requests fro Distance Education faculty, and we are mandated to provide equal services for all students.

## **7. Winter/Summer Schedules**

AJ distributed a list of the practices and current seniority for Winter and Summer sessions. It was agreed that the 2 new librarians would remain at the bottom of the list for one year before being integrated into the list rankings – this has been past practice.

AJ noted that the Winter schedule had 3 dates not filled. As per procedure, he offered the dates to the librarians in order of list seniority. AJ is content with his dates, GM accepted the 5<sup>th</sup> January, MM and CS were not desirous of the remaining dates (4<sup>th</sup> January and 6<sup>th</sup> February), so they will be offered to the part-time librarians. All approved the Winter schedule.

## **8. SAO/SLOs/Tracdat Discussion**

It was noted that, due to the recent staffing shortages and the resultant addition to duties the librarians had experienced, the SAO/SLO work had been a little ignored. Additionally the team concept we had begun with was also in disarray due to staff attrition.

It was agreed to rethink our approach, and have no “teams” moving forward, as all librarians contributed to all the efforts.

SAO/SLO data and assessment should be reported on an annual basis, and entered into Tracdat.. Our area falls under the Support Services side of the house, thus we have SAOs (Service Area Outcomes), but in our embedded librarian, Orientation, and Reference interactions we may also have SLOs (Student Learning Outcomes). The work should also be tied to Program Review. It was agreed to make this item a priority for the Spring Semester. CS has entered some data and assessment for Fall 2017. We are due to conduct a Satisfaction Survey in Fall 2018, which usually provides good data, and all area can contribute questions in areas they may wish to evaluate.

**Action Item; In Spring 2018, review current SAO/SLOs and make adjustment based on program Review.**

**CJ left the meeting due to confidentiality of the next item.**

## **9. Job Descriptions: Systems and Outreach Librarians**

The librarians discussed the “older” Systems librarian job announcement. A few tweaks and updates were suggested.

The librarians discussed the new Outreach librarian job announcement, and what the potential duties of the position might include. Job descriptions for Outreach librarians from other academic institutions were circulated and discussed. Based on the discussion and examples, CS will draft an announcement for the Outreach librarian position and circulate it amongst the librarians for comment and approval.

## **ACTION ITEMS**

**Action Item: GM will present a draft policy related to book renewals for approval.**

**Action Item; In Spring 2018, review current SAO/SLOs and make adjustment based on program Review.**

**Action Item: CJ to present final draft of screensaver for librarian review.**

**Action Item: CS will draft an announcement for the Outreach librarian position and circulate it amongst the librarians for comment and approval.**

*CSNov/2017*