

LIBRARY MEETING MINUTES – DECEMBER 14, 2017

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

The meeting was chaired by AG and GM took minutes.

AGENDA ITEMS

1. Approval of Minutes

Librarians are not ready to approve the minutes from the November 30 meeting during this session. They will be approved via email confirmation in the coming weeks.

2. Status of Past Action Items

Action Item: Removing computers from the Reference area to be repurposed in other areas in the LLR. **In Progress, with expectation to be completed by Spring semester.**

3. Library Logo

CJ reported that she has been working in collaboration with Public Relations (PR) in developing “branded” screen savers for reference computers. CJ discovered that PR has a graphics team that would work to create a professional logo and screen saver. The logo would be specific to the Library and Learning Resources division and could be utilized for a variety of future library projects, including new signage. The logo would be provided at no cost and kept in a digital file for future use. The librarians agreed to move forward with this project.

Action Item: ***CJ will provide the finalized logo being created by PR when completed.***

4. Spring 2018 Reference Desk Schedule

AJ proposed the Spring reference desk schedule for review. AJ analyzed the busy periods for reference and staffed the desk accordingly. Two librarians will be assigned to the desk in the morning and early afternoon hours. After 2pm only one librarian was deemed needed at the desk. AJ will adjust schedules as needs arise and the librarians will ensure that their needs for being away from the desk are communicated to AJ.

MM asked about the procedure for selecting adjunct librarians for hours at the reference desk. AJ utilized criteria based on:

1. Availability
2. Promptness in filling out the availability reference schedule
3. Overall flexibility of adjuncts
4. Consideration for the commitment to the library and reference desk needs

CS mentioned the rehire rights for adjuncts are still being formalized by ECC administration.

The librarians unanimously agreed with the Spring reference schedule.

5. LLR Policies

1.) GM worked to revise the current renewal policy for books. Currently, after one renewal, a student must leave the book in the library for 24 hours prior to renewing for a second time. GM worked with the Public Access team to develop a more patron friendly policy. The revision allows for patrons to renew books for up to three times per semester.

The librarians agreed with the policy change. GM will send the revised policy to MM to post on the library website. GM will also send to CJ and AJ to update the reference desk handbook.

It was mentioned by MM that students can check out up to 14 books on patron accounts; but not more than 5 checkouts at one time. The librarians felt that this policy needs revising. GM will work on a draft for the Spring semester.

2.) CS shared the newly approved Library & Learning Resources Conduct policy. AJ provided an overview of the work that the Student Conduct Task Force (SCTF) is focusing on in regards to student behavior on campus. AJ provided handouts in regards to BP 5500 to gather some feedback from the librarians. BP 5500 is being reviewed by the SCTF in January for revision. AJ emphasized that the task for is focused on behaviors on campus; however, it was noted by the librarians that BP 5500 is specifically focused on “student conduct.” There is a need to ensure that an ECC policy include the general community member that is visiting the campus and library.

MM suggested that some type of “hold” be placed on accounts that limit computer usage for any behavior infractions by students.

CS made a recommendation that AJ keep everyone apprised on this policy, as the newly established LLR conduct policy should provide some mirroring it for consistency.

3.) CS provided an update to the librarians in regards to a policy for LLR in regards to children in the library. This policy is currently be reviewed by LLR Division Council. CS mentioned that this topic was recently discussed in the Dean’s council; she noted that they used the language “minor” in place of “children.” CS mentioned that Sheryl Kunisaki in Learning Resources has had issues with children in the computer labs misbehaving. This prompted her a suggestion for a more rigid policy for LLR to limit children in building.

MM made the recommendation to make working stronger in the policy to not having children/minors “unsupervised” in the library.

Action Item: This policy will continue to be reviewed by Division Council for finalized review in the future.

6. Job Descriptions

CS provided copies of the current job descriptions for the Systems and Outreach librarians. CS stated that the “yellow” portions of the descriptions are editable.

The librarians reviewed the descriptions and made recommendations. It was noted by the librarians that the supplemental questions were redundantly focused on diversity. It was recommended to suggest to HR that revision to one of the questions be allowed for customizing it to the role (s).

Action Item: CS will continue to draft the librarian job descriptions for finalization.

Action Items:

Action Item: Removing computers from the Reference area to be repurposed in other areas in the LLR. In Progress, with expectation to be completed by Spring semester.

Action Item: CJ will provide the finalized logo that PR is creating when completed.

Action Item: The Children in the Library policy will continue to be reviewed by Division Council for finalized review in the future.

Action Item: CS will continue to draft the librarian job descriptions for finalization.