<h1 style="text-align:center">Minutes of the Librarians' Meeting of March 2nd, 2017</h1>

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

The meeting was chaired by NM and CS took minutes.

AGENDA ITEMS

1.Approval of Minutes.
The minutes of the librarians meeting of Feb 16th were approved.

2.Status of past Action Items
The librarians agreed to revert to the past practice of noting Action Items in the minutes and periodically revisiting them to ensure that actions are followed through and completed. It was noted that a record of action items could also be useful for Program Review purposes.

3.A.Tenure Track Librarian Evaluation
AJ provided a handout noting the schedule and timeline for the evaluation of AJ and GM for Spring 2017.

3.B.Part Time Librarian Evaluations
AJ provided a packet of handouts noting the timeline for the evaluation of part time librarians for Spring 2017, and the librarian evaluation and self-evaluation template forms from the contract.

10. Part-Time Pilot Projects
A motion was made, and approved, to move agenda item 10 up, as it was felt to be a continuation of the above.
Full time librarians are asked to partner with a part-time librarian who is to be evaluated this semester, on a project to be used for evaluation purposes, in addition to evaluating their work at the Reference desk. The librarian then would also be a part of the evaluation committee for the part-time librarian, as discussed in Item 3.B. The 7 p/t librarians up for Spring 2017 evaluation will be assigned a project (or two) to be worked on in collaboration with an assigned full-time librarian. This will not necessarily be an ongoing collaboration. The p/t librarians may be assigned time off the reference desk to work on these projects. Budget for these hours is available thanks to Director Russell's pitch for the funding available from vacant positions. It was decided that the following f/t librarians will partner with, and be on the evaluation committee of:
DB =R. Gan, GM = S. Werts, MM = N. Carpenter and L. Chung, CS = C. Bueno, I. Cardenas, and CS and DB = C. Jenkin. AJ will be on most of the evaluation committees, and Director Russell will chair all of the evaluations.

4.Update Fall 2017 Schedule
A.Library Policy/Procedures.
CS noted that the LLR policies are scattered and not easy to find. She shared the library policy page. Some needed updates were noted – for example, updating the tile to Library Learning Resources Policies. CS and S. Kunisaki are working on a draft Food and Drink policy for the Unit Council and a draft will

come to the librarians for review before final approval and adoption. It was suggested we need to review and update our policies on a 5 year cycle and that we look at reviewing or creating one for areas not covered (eg: Gifts /Donations policy) at every second meeting, allowing us time to collect other examples and draw up a draft.

B. Librarian Assigned for Review of Library descriptions in College Catalog and Schedules
MM has done this in the past. GM now volunteered to handle the review.

5. Update from College Technology Committee
NM gave an update based on the approved minutes of the Nov/Dev 2016 meeting. It was noted that:
1. IT is initiating a campus-wide Master Calendar; a committee is currently being formed to investigate and select a software program for handling it.
2. The campus is in the process of converting all college business documents/handling from print to digital format including digital fillable forms and e-signature authorization. The conversion process is handled by outside company (Ricoh) and is done in block by block. HR department has just finished its conversion, Purchasing is currently in process.
3. IT is planning to move everything to the cloud, including email, and all workstations will be upgraded to Windows 10 Edge and Microsoft Office 2016. The cloud based system allows users to access their profile, including their saved documents, from anywhere after logging in. This may all take 2 years to complete.
4. Microsoft 365 software is free for any person who has *.edu* email address. Each person (each *.edu* email address) can install this software on up-to 5 devices.
5. IT is working on the upgrade of college portal webpage to make it compatible with mobile devices. Also, the entire college website is under major redevelopment for the same reason, accessibility to mobile devices. However, this project is handled by Public Relations & Marketing Department under the guidance of A. Garten.
6. Spring semester is running 127 courses via CANVAS. Training on Canvas is still available via multiple formats – self-paced, in-house, remotely.
7. The college has chosen Dell to install Wi-Fi throughout the campus. A price and timeline is being finalized. It will take 4-5 months to install and we are looking at testing over the summer and full rollout in Fall 2017
8. There is a new IT Security position that has been recently filled. The library had database log-in problems last week due to new security network protocols. Unfortunately this was not communicated to the Systems Librarian and much time was wasted trying to track down the problem. Librarians should be informed when IT is testing/changing the systems. At the same time, although it may not relate to the library database access problem, Amazon, who hosts several major databases nationwide, was having its own network problem which added confusion to our problem.

6.Overview of OER
MM reported that ECC was awarded an AB798 grant for $20,000. This is part of a State-wide initiative to reduce college costs. One of the larger costs is materials, including text-books. This process has been going on for a while, so some colleges are further along, while we are just getting started. Some colleges are even offering text-free degrees. A working group has been established at ECC led by Mark Fields, and MM is part of the team. They have been to conferences and workshops, M. Fields is piloting a no-text class with some other faculty at ECC. MM has created a LibGuide which she shared with faculty at the

Spring Flex day workshops. Professional Development will have a link to the LibGuide from their page. Some faculty at other institutions have created a Canvas course shell around a free text book. There is a hope for more funding and more faculty buy-in. By 2018 colleges will be required by law to list textbook free classes in the course schedule. DB noted he would mention the participation of the library (via MM's involvement) in the Program Review.

7. CSUDH Contact.
CS noted that she has been in contact with C. Coward of CSUDH re: arranging a tour of their facility, having C. Coward come and present to the librarians here on CSUDH library initiatives like reciprocal borrowing arrangement updates, C. Coward has also agreed to co-present with CS at the ECC Honors Transfer Workshop on 23 March.

8. Public Access Initiatives
GM noted that construction work in the Archives area to accommodate the President raised questions about whether we would have access to the archives. S. Pickens of the President's offices noted that they would padlock the gate to the "cage" area after hours, but that the collections would normally be accessible. All Board of Trustees minutes are in the Treasury room, and the key is behind the Circ desk. MM noted that the BOT minutes are also in the Archives. The master key to the hallway behind the ERM room to the "cage" is behind the Circ desk. GM showed slides re: the hourly patron counts in all areas of the library. These figures will help develop a truer picture of library traffic and room usage than the current gate counts provide. This data will help to justify expense requests. DB stated that this data can also be added to the Program Review.
Student workers and casuals are further working on projects that include shelf reading, dusting shelves, patron counts, copy room assistance, manning of security gates, periodicals/Reserves desk duty. The duties and tasks are rotated for skill building and fairness.

9. Adaptive Access Room. This item was tabled for lack of time.

11. Program Review.
DB urged all to look at the electronic document he has sent out. The area on strengths and weaknesses need to be enhanced, as this will inform our recommendations and prioritizations. Please send comments to DB urgently.

12. Other/Future Agenda Items
It was noted that the ADA compliance inspectors will be visiting the building either next Friday or Saturday. All LLR staff should be given a head's up in case of questions by the visitors. CS 2017