

Minutes of the Librarians' Meeting

March 15th, 2018, 2:00 PM – 4:00 PM, Library 102

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

GM facilitated the meeting, and CS took minutes

AGENDA:

1. **Approval of Minutes:** Minutes approved pending suggestions from MM – *since done and posted online and distributed to LLR staff.*
2. **Status of Past Action Items:**
 - Action Item: CM to get clarity on Book vs Periodicals subscription budgets as re: purchasing opportunities. **In Progress?***
 - Action Item: MM will go back to the Auto faculty with our recommendation of AutoMate and a potential future upgrade to Gale's Chilton's when funding becomes available. **In Progress***
 - Action Item: CM and AJ to evaluate adjunct librarians during the Spring Semester. **In Progress***
 - Action Item: GM to send out a Doodle poll to arrange a date for a group photo of the LLR staff holding their favorite books. **Completed***
 - Action Item : AJ and GM to advertise the event slated for April 24th. **In Progress***
 - Action Item : Librarians to each purchase and donate a book of poetry for a raffle. **In Progress***
 - Action Item: GM to work with Ms. Palayo on deaccessioning the Shakespeare periodical volumes, and arrange to house some volumes in the Reference area. **Completed***
 - Action Item : MM to cancel the paper subscriptions to both Shakespeare titles at the appropriate time. **In Progress***
 - Action Item: CS to move the approved Room Use policy on to the LLR Division Council. **In Progress – meeting 22nd March Completed***
 - Action Item: CS to gather most up-to-date LLR SAO information and update the LLR SAO page. **In Progress***
 - Action Item: Teams to try and do some SLO forward planning and set timelines for implementation so that we are ready to move ahead once more adequately staffed. **In Progress***
 - Action Item : CS to contact Dr. Simon re: agreement to host the SAILS tests during library orientation time, and convey librarian concerns and questions. **Completed – CS and MM met with Dr. Simon and are involved in the SAILS planning***
 - Action item: GM will inform his staff of this new procedure re: fines. **Completed***
 - Action Item: AJ to inform the Nursing Dept. of the intention to move the R collection back to the general circulation area, and repurpose the current ERM room. **In Progress***
 - Action Item : Librarians to finish the weeding in time for a Summer book shift. **In Progress***
3. **Asian-American Pacific Islander Education Initiative - AAPIEI Update:** AJ provided handouts detailing the AAPIEI 2017/18 activities and proposed timelines, a summary of the program's activities since inception, and the vision, mission, and purpose of the Initiative, and data showing the increased success of Asian Pacific and Islander students since the program was initiated.
AJ reported that he will be attending a conference on the topic in April. His attendance will be funded via Equity funds. The team will visit the MANA program at San Mateo College, while there, with an eye to beginning a similar program here at ECC. MANA means "power". The team is also working with the local community and church groups here as re: recruitment and is also working with the Dean of Enrollment.

4. **Food Vendor Committee Update:** AJ reported that the ECC food contract is up for bid and he is on the Committee to assess new bids. AJ noted that he had spoken up at the last Academic Senate meeting on problems he had noted with the current vendor. Someone must have informed the vendors as he was later visited by the vendor management as re: his comments. Since then AJ reports a marked improvement in service, attitude, and the range and freshness of foods available. There is also no longer a “minimum” on a credit card – a point brought up by student representative Bryant Ortega. The Food Vendor Committee will look at bids from four competing vendors.
5. **Shooter Drill Report:** Following the active shooter drill of the morning, GM, AJ and CS were able to report out on a highly satisfactory experience. GM had taken charge of the West Wing and Madden Room, and CS and AJ had overseen the drill in the Reference area. C.Cain had handled the Periodicals area and Copy room. All worked well, and all had taken to opportunity to speak to the students re: some ideas should a “real” active shooter be in the building. Students were advised to scatter, to explore the building to get familiar with exits and hiding spaces. MM later reported that she had overseen activities in the Upper East Wing. GM had a debriefing with his staff after the event. No serious problems were noted. The evening drill is still to occur and the evening librarian, C. Jenkin, will be asked for feedback. Lisa Hall will be provided the feedback for a later report to the Division Council.
*Action item: Librs will provide feedback to building captain L. Hall on the drill. **Completed***
6. **Senate Report:** CS noted that it was required that the Senators report out on meetings to constituents. We are already in compliance. A brief report was given and it was noted that the Academic Senate President always sends out summary slides after the meetings, and that the full minutes (once approved) can be found at <http://www.elcamino.edu/academics/academicssenate/agenda.aspx>
7. **Library Evaluation Forms:** GM noted that he is on the campus Faculty Evaluation Committee, which is looking at all evaluation forms – tenure-track, adjuncts, classified staff, counselors, and librarians. GM supplied us with hardcopies of the forms to peruse and provide feedback, and he has the forms in electronic format as well. GM asked the librarians to please provide typed recommendation to his asap. The idea is hopefully to come with a common evaluation form for ALL faculty, but this may not be possible realistically.
It was also noted that the p/t librarians have been asked to provide 25 student evaluations by April 20th.
Action item: Librarians will provide feedback to GM on evaluation forms provided.
8. **Location of Charging Stations Discussion:** GM noted that 8 charging stations have arrived. There are 4 each of 2 different types. One will be provided to the Music Library, and GM asked for ideas on where to place the others. After discussion it was agreed to pilot one near the West Reading room, and one in Reference near the window seating. The stations have disclaimer signs re: student responsibility to monitor their phones against theft.
Action item: GM will pilot 2 stations in different library areas, and work on situating the others.
9. **SCELC Vendor Day Update:** MM reported on her attendance at the recent Vendor’s Day at Loyola Marymount Univ.. The event is free and MM recommended we all try and attend a future event. She hit different sessions – LibGuides, CREDO, etc. LibGuides have a “community” site with a sampling of great guides. MM will try and arrange a demo of the LibAnswers and LibGuides CMS suite. Univ. of San Francisco have taken LibGuides and customized them to match the campus websites, MM also recommended taking a look at items from Tulsa Community College. CREDO is also producing their own “LibGuides” that one can link directly to their e-books., and has a lot of research on Information Literacy too, with instructional models all mapped to the ACRL framework. MM gave a brief update on the Films on Demand database, noting that they have 39 collections of which we subscribe to two. FOD is reportedly adding up to 1,000 titles a year. FOD is also adding more foreign content but this is not captioned so some colleges

are suppressing the foreign language content to remain 508 compliant, however the Chancellor's office is looking at intent to serve rather than "catching" colleges, so many are adopting a "wait and see" approach. It was also noted that we as a college can host our own content on FOD.

MM noted that JSTOR has some new collections and the company has a platform reboot coming up. They have 2,500 open access e-books available.

10. **Library Instruction – Online Classes:** It was noted that this is an area that we should look to grow our involvement, as faculty are asking for library workshops and/or content for online classes.
11. **North Reading Room Change-Over:** CM noted that the carpenters have taken the woodwork off, that separated tables into individual study carrels. All but one have been done, effectively repurposing the tables for group study. A work order is in to replace the North Reading room door sensor, which was faulty. Signage will be made re: the conversion of the North Reading Room to a group study area.
12. **ECC Connect:** CM asked whether we are interested in participating in ECC Connect/Starfish "early warning" referral system to aid possibly struggling students. It was agreed to participate.
CM also noted that Ms. Smith of Human Resources is starting a new employee "onboarding" system, Silk Road. CM asked whether we want to be informed when new staff join so that we can welcome them. This system is for ALL new employees, including adjuncts, and will include information like their contact info., Division, Courses and Subjects being taught.. All agreed this could be useful as a tool to reach out to faculty and inform them of our resources.
A Welcome CANVAS module is also being planned for new students, there will be 9 sections. This is still in the beginning stages, but HR will contact us as things progress and we can add information re: the library services and information literacy.. The current Welcome module is not useful, and we have long complained about being excluded.
13. **CCL's Library Services Platform:** CM reported that RFPs are due the end of the month and will go to the Board at Butte college in May, for implementation in June. It is not required to participate, but possible advantages/benefits include improved maintenance, improved reliability, collaboration with CCs, funds to support migration, we can still customize the system, and still use "single point entry". Drawbacks are that ongoing funding is not guaranteed, but the ASCCC is trying to procure ongoing funding. It is also hoped that the system will integrate with Banner and CANVAS.
14. **Other/Future Agenda Items:** None

NEW and In Progress Action Items:

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