

LIBRARY MEETING MINUTES – May 31, 2018

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

The meeting was chaired by MM and GM took minutes.

AGENDA ITEMS

1. Approval of Minutes

The minutes from the prior meeting were approved.

2. Status of Past Action Items

Action Item: *MM reported that the OER plan for library involvement is still in progress. CS is exploring the potential to use OER resources for LIS 10 course. MM shared that there are now 37 new course sections at ECC that will use OER next year, more than the 19 additional that are required for the 2nd round of grant funding (thus doubling the number in the plan for the 1st round). It is hopeful that budget for print copies of OER resources would be available to place on library reserve. Some funding is being requested for this as part of round 2 of the grant, if awarded. MM suggested adding open access content to the library's resources in the future. The latter could be placed into the library catalog. MM recommended that the librarians plan for professional development in support of OER in the future.*

Action Item: *AJ gave update as to the progress of a dialog between the Nursing Department and Library in regards to the Ella Rose Madden Room. AJ has sent emails to both the Nursing Program Director and Dean (Rory Natividad) in regards to removing the "R's" to the general collection and repurposing the room for other uses. There has been no response from either contact in regards to this over several months. Based on a multiyear analysis and multiple attempts to contact the Nursing Division about this issue it was approved by the librarians to move the "R's" to the general collection and repurpose this room for other instructional uses.*

3. Inventory

GM reported that inventory for the library has not been conducted in almost 18 years. This is problematic as the library records are not accurate, impacting the reliability of the catalog. Additionally, there may be a migration to the new LSP (Alma) that has been approved for the California Community College system. As a result, this is becoming a pressing issue that needs to be addressed. GM has been working with Library Technician III, Laurie Pelayo (LP) to potentially devise a strategy to complete an inventory of the upcoming year. LP contacted the Palos Verdes Library District to see how they are using Millennium to do inventory. She was given instructions that she tested using Sierra in the T's. This test worked and we will be proceeding with a full inventory over the 2018-2019 academic year.

GM stated that a laptop has been identified by Dr. Martin for permanent use to be used with stacks management projects, including inventory.

Action Item: *GM will keep librarians apprised to the inventory progress.*

4. References Services Area Update

1.) *Computers:* AJ gave update as to the screen related issues with the reference computers. Specifically, there is an issue with the landing page that makes it difficult for patrons to access the Library Website for research purposes. AJ has been working with Ann in IT in regards to this issue and she claims there is little that can be done about this problem. AJ recommended that Ann join an ECC librarians meeting in the fall to discuss this issue further with the group. MM mentioned that, with the changes to the way our collections are being packaged/accessed (e.g. ebook collections that will not be in the OPAC), the One Search discovery platform will end up being the primary starting point for searches, thus making the current OPAC less important (for the public side). We should consider reconfiguring the library homepage with this in mind and, consider giving less prominence to the catalog, but still providing a hyperlink to keep it accessible.

2.) *Fall Schedule:* AJ reported that multiple adjunct librarians are being lost due to obtaining other positions (internally and externally) and because of other reasons. As such, there will be a search placed for 2-3 adjunct librarians. The new FT librarians are already added to the reference desk schedule for fall. MM stated a need for consistency with PT librarians in the information that they disseminate to patrons. AJ is working on training to address this and is planning a four hour session for PT's in the fall.

3.) *Service Desk Construction/Carpet:* AJ stated that there will be carpet installed near the reference area by the beginning of fall. This will impact the configuration of the reference service desk. AJ proposed a temporary solution that would be in place for 1-2 years, until a larger library renovation is conducted. It was recommended to continue this discussion via email upon viewing of the desks that are available for this purpose.

Action Item: Librarians will take a look at the desks that are potentially going to be used in the fall for the reference services area. Feedback will be garnered via email during the summer.

5. Instructional Library Service Area Update

1.) *Online Students:* CS suggested that the librarians should consider creating 1-2 online instructional videos/LibGuides/Canvas modules for "high demand" informational literacy topics. These videos could be shared with faculty to use in their classes.

AJ was approached by an instructor to create a Canvas module that was a brief tutorial on locating images for Art 101 in the summer or fall semester. The librarians agreed that this was too short of notice for such a project. MM recommended potentially using LibGuides as a short-term solution for this course.

2.) *Dual Enrollment:* AJ and Camila Jenkins (CJ) are conducting an online informational literacy workshop for dual enrollment students using Zoom. GM reconfirmed that dual enrollment students should all have access to online resources if they are a part of the patron upload process that occurs at the beginning of each semester. MM suggested that the librarians should consider more asynchronous methods of online instruction for the future.

3.) *Other Future Items:* CS sent spring 2018 embedded survey to all participants, with 12 of 16 responding, thus far. All respondents wanted to continue in fall 2018 with the program. CS suggested that this program be placed into a holding pattern by not accepting new participants in the fall. This would

give the new FT librarians an opportunity to get familiar with the instruction program and potentially participant in it during the 2019 spring semester.

Action Item: Librarians will look into options for creating information literacy videos/LibGuides/Canvas modules that can be embedded into course pages across the curriculum.

6. Other/Future Agenda Items

Dr. Martin joined the group and gave an update as to the progress of the carpeting in the library. The installation should happen in August.

Action Items:

Action Item: GM will be working on the moving of the “R’s” will begin in late summer.

Action Item: Inventory is in progress. GM will keep group apprised as to the progress.

Action Item: Librarians will take a look at the desks that are potentially going to be used in the fall for the reference services area. Feedback will be garnered via email during the summer.

Action Item: Librarians will look into options for creating online instructional videos/LibGuides/Canvas modules for “high demand” informational literacy topics.