

## **Minutes of the Librarians' Meeting of 20<sup>th</sup> September 2018**

**Present:** Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Crystle Martin (CM), Camila Jenkin (CJ), Ryan Gan (RG)

**Visitor:** Laurie Pelayo (LP)

The meeting was chaired by AJ and CS took minutes.

### **AGENDA ITEMS**

#### **Approval of Minutes**

It was agreed that the last minutes (Sept 6<sup>th</sup>) would be edited and approved online, and then sent on to Ms. Baldwin to distribute to the LLR staff and to post online. Please send edits to AJ.

#### **1. Library Service Platform (LSP)**

RG noted that we have completed the September 12 and September 13 demonstration webinars on Alma and Primo, and that the Oct 31<sup>st</sup> deadline is fast approaching. Please send questions re: the LSP to RG before 9/25 so that he can bring them up at the meeting that he and MM and LP will be attending at Orange Coast College. RG Also noted that Wendolyn Vermeer of CSUDH has offered to share links and expertise as they are using the system already in their cataloging department.

LP was invited to this segment of the meeting to share her concerns and thoughts about the proposed LSP adoption.

All agreed that there will be pros AND cons to the project, should we proceed.

After discussion RG called for a motion, seconded by AJ, that ECC LLR sign the contract to join the Consortium to adopt the Ex Libris Alma-Primo platform pending concerns being satisfactorily addressed. The motion passed unanimously. LP was thanked for her time and valued perspectives. LP left the meeting.

#### **Action Items:**

**AJ and LP will meet on streamlining the weeding process. We can all pitch in more to help complete this before January.**

**GM and CM will call local recyclers to take away the discarded books.**

#### **2. Faculty I.D.**

CM asked whether we were happy to use the last position description for the Music Librarian announcement. All agreed that it was recent enough to be used as is or with minimal tweaking.

The E-Learning/UX Librarian needs more discussion and thought. We have a little time before the position description is due. We need to consider the impact of the position on the Library program.

CM will complete the position request forms for the Sept. 21<sup>st</sup> deadline, and other information will be used later as we craft the position description for the Faculty ID process.

### **3. Status of Past Action Items**

Past Action Items:

1. CS will meet with PM to discuss humanities grant to develop information literacy content and digital assets. She will bring all updates on this item to the next librarians meeting on Thursday, September 20<sup>th</sup>.

*This item is on the agenda for discussion see #4 SAO/SLO/SSO*

2. Librarians to gather information on E Learning UX Librarian positions from other institutions and bring forward at the Thursday, September 20<sup>th</sup> faculty librarians meeting.  
*Completed.*

3. CM to prepare faculty I.D. to be submitted by its deadline of Friday, September 21<sup>st</sup>.  
*In progress.*

4. RG to organize two workshops in September (1) Alma and (2) Primo.  
*Completed*

5. CM to set up meeting with Alma-Primo representatives on either Thursday, September 20<sup>th</sup> or Thursday, October 04<sup>th</sup>.

*In progress.*

6. GM will begin working with the public access team in moving the “K” collection to the Madden room.

*In progress*

7. CS will gather historical information on SAO/SLO that the librarians worked on and provide context for our SAO/SLO/SSO work.

*This item is on the agenda for discussion see # 7 Creating Info Literacy Content/Digital Assets (Marcoux Proposal)*

8. Librarians to develop libguides as discussed.

*In progress.*

### **4. SAO/SLO/SSO**

CS provided a handout on the SAO/SLO which provided a history on how the current SAOs were developed, and outlined recommendations on how to proceed if we wanted to revise our SAO/SLO/SSO. CS will compile all the old statements and we can decide on which to use going forward – or craft entirely new ones should the older statements not prove satisfactory any longer.

It was agreed that the SSO efforts would be run as a complete librarian team, with different librarians taking the lead depending on the SSO being assessed.

**Action Item: CS to compile all old SAO/SSO statements and distribute via email before the next meeting, for discussion and final choice at next librarians meeting.**

### **5. Annual Program Plan**

MM distributed a copy of the 2018-19 Program Plan Recommendations that can now be updated to show progress and then archived as we work on the 2019 – 2020

recommendations. MM briefly described the planning recommendations process for RG and CJ.

Plans for 2019-20 are due in November, so must be in Tracdat by the end of October. We can roll some items over from the old plan, and add new items, especially if they need funding. The librarians discussed using One Drive to collaborate on the 2019-20 planning list, and then set a special meeting to input the items together. AJ mentioned the Library Award project and will send all the information on this initiative to CJ for future actualization.

**Action Item:**

**All to update the 2018 – 18 plan for discussion at the next librarians meeting  
Set up a One Drive account/site for all to input items for the 2019 – 20 planning process.**

**AJ to send all info on the Student Library Award to CJ.**

**6. Contract Negotiations:**

AJ reported that he is signed up to be on the Federation/Union negotiation team. Training for this will commence on October 13<sup>th</sup>. We will be receiving a 2.7% pay increase COLA in January 2019. AJ will be holding a brief meeting “What’s in your Contract” next Monday the 24<sup>th</sup> – all librarians are invited.

All the librarians felt that we should ask that the LLR Director position revert to a Dean position.

AJ encouraged all to become a member of the Union.

**7. Creating Info Literacy Content/Digital Assests (Marcoux Proposal)**

CS shared the trail of emails between herself and PM on his proposal to join the Humanities in creating e-content. All voted in favor of joining the Humanities project to build e-content that could be shared.

**Action Item: CS will communicate the results of the Librarians vote on creating digital content in conjunction with the Humanities dept. to Mr. Marcoux.**

**8. Academic Senate Update:** Remember to check the slides of meeting provided by AS President Kristie Daniel DiGregorio via email.

**9. Other/Future Agenda Items:**

Reserves, LSP Updates, Evaluation Forms, Canvas Commons, SAOs.

CJ reminded all of the Photoshoot Day on the 26<sup>th</sup> and 28<sup>th</sup> of September.

**Meeting adjourned at 4pm**

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- **All to update the 2018 – 18 plan for discussion at the next librarians meeting  
Set up a One Drive account/site for all to input items for the 2019 – 20  
planning process.**
- **AJ and CS to send all info on the Student Library Award to CJ.**
- **CS will communicate the results of the Librarians vote on creating digital content in conjunction with the Humanities dept. to Mr. Marcoux.**