

Minutes of the Librarians' Meeting October 4, 2018

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

Meeting chaired/moderated by MM and GM took minutes.

AGENDA ITEMS

1. Approval of Past Meeting Minutes:

It was agreed that the meeting minutes from September 20 would be approved.

2. Status of Past Action Items:

- *Weeding:* AJ spoke with Laurie Pelayo about the priorities for weeding. AJ is working with adjuncts to assist with weeding the "N's." RG will be focusing on the "F's." GM has agreed to weed the "E's." MM is currently working with weeding the "D's" with adjunct librarian assistance. CJ is weeding the "L's." The focus on weeding these items will be of great help for improving the catalog records for the upcoming LSP migration process. (*In progress*)
- *Book recyclers:* GM is working with Cindy Lopez to research possible alternatives for managing discarded books. (*In progress*)
- *One Drive/2018-19 planning:* MM putting together a cloud-based file to share with the librarians using One Drive capabilities provided by Office 365. The group can share the document to place recommendations for 2018-19 planning.
- *Library Dean:* AJ provided information concerning the history of the LLR Dean status.

3. Reserves:

GM provided an update as to the work that he has been conducting in Reserves. GM worked with Dr. Martin to devise a strategy to improve the efficiency of the Reserves department. The staffing historically in Reserves has focused on Student Workers and Casuals. The changes in funding for student aid due to state initiatives (i.e. Guided Pathways, etc.) and minimum wage increases has created staffing challenges. In particular, student workers are "timing out" quicker, due to student worker aid remaining at the same levels and focus shifting to other funding sources by the state. This has created challenges in staffing the busy Reserves area, causing staffing gaps and management inefficiencies.

GM worked with Dr. Martin and Library Technician IV, Carla Cain to devise options for improving this recent staffing problem. It was suggested that moving the Reserves counter from the back area in the East Reading Room to the main Circulation desk would improve the service for this busy area in multiple ways, including staffing.

Rather than students being the majority of staffing for this area, Classified and Casual staff will be the focus for schedule service in this area. Student workers will be available to assist with more stacks-related management (i.e. shelf reading, sweeps, patron counts, etc.) and eventually will be less relied on for staffing Reserves.

GM had a meeting with Public Access with Dr. Martin to discuss this new direction. The plan will be to have the necessary changes in place for implementation in Winter 2019.

Action Item: GM to work with PA staff and Dr. Martin to start the logistics needed for the transition.

4. SLO/SAO:

CS provided handout for SLO/SAO for the librarians to review. Discussion was had as to the potential next steps in this process. MM referred to the fact that each librarian is already conducting assessment in each respective area, it just needs more formalization. MM suggested that we could have SLO/SAO for each librarian area (i.e. Public Access, Instruction, etc.) without the potential need to be organized by “teams.”

CS reminded the group that each area must be assessed formally.

MM stated that it would be a good idea to conduct a student satisfaction survey. It was recommended to plan on conducting one in the Fall. MM suggested that the librarians review a past student survey at the next librarians meeting.

Action Item: CS recommended that SLO/SAO's to be reviewed and finalized by the next librarians meeting.

5. Union-Evaluations:

GM gave an update as to the progress that was made with the review and revision of the current faculty evaluation documents for full and part-time faculty. There was a sub-committee of Faculty Senate that was organized in Fall 2017 to review this process. GM represented the librarians during this review. The committee has forwarded revisions to the Deans Council and then it will be sent to Faculty Senate for approval.

GM gave the librarians copies of both the revised faculty documents and the current librarian evaluation forms. He recommended that the librarians review each and make any suggestions for improvement to the librarian evaluation forms for review as a group. Finalized librarian evaluation forms will be sent forward to be included as part of the Union record.

Action Item: Librarians will review the librarian evaluation forms and make any suggested revisions at the next librarians meeting.

6. Using Sierra for Weeding:

RG provided an update as to the Sierra list generation access that will be given to those librarians that currently don't have access. RG set-up the permissions and will be giving a training in the near future for CS, CJ and AJ on list creation. MM brought up the past concern of the previous Systems Librarian wanting to ensure that tampering of Sierra was kept to a minimum. RG assured the group that there is a method for limiting system access and it will be enforced as needed based upon user needs.

Action Item: RG will provide in-person training for those librarians that need assistance with the item list reporting process.

7. Academic Technology Committee:

MM provided an update as to this sub-committee of Academic Senate that focuses on technology use in the classroom.

8. CCL-EAR:

MM attended this conference in Sacramento. MM provided an update of some of the key talking points presented. The main topic of conversation was of the new LSP that a majority of CCL's will be adopting as part of the initial cohort in 2019. MM brought of the issue of the EBSCO meta-data issue and that Ex Libris is aware of the problem with hopeful solutions as the program moves forward.

9. Canvas Commons:

MM provided a demonstration for the librarians in searching for information literacy modules using the Canvas Commons (CC). MM conducted searches for the group and provided direction for locating "open access" content that can be reused and repurposed for ECC's needs.

10. LLR Budget Overview:

Dr. Martin was unable to attend this meeting, as such; this discussion will move to a future meeting.

11. Other/Future Agenda Items:

LSP updates, SLO/SAO's, Contract updates and SITE.

Action Item: GM to work with PA staff and Dr. Martin to start the logistics needed for the transition.

Action Item: CS recommended that SLO/SAO's to be reviewed and finalized by the next librarians meeting.

Action Item: Librarians will review the librarian evaluation forms and make any suggested revisions at the next librarians meeting.

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