

Minutes of the Librarians' Meeting November 6, 2018

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

Meeting chaired/moderated by RG and CJ took minutes.

AGENDA ITEMS

1. **Approval of Past Meeting Minutes:**

It was agreed that the meeting minutes from October 18, 2018 will be approved. MM will send to the division office for posting.

2. **Status of Past Action Items**

- *SITE Project:* CS, AJ, and MM met with P Marcoux and the larger SITE team to discuss how to proceed with SITE and what content to develop. Ongoing item.
- *LSP Migration:* Ongoing item, RG will add to agenda when new developments occur.
- *Other/Future:* The changing of CM's position from Director to Dean was briefly discussed, with all agreeing that following official campus channels would produce best results. The Librarians still strongly agree that the management of the Library, Learning Resources, and Distance Education warrants a Deanship as these are academic and instructional services. Ongoing item.

3. **2019- 20 Program Plan**

MM explained the process of ranking, and a discussion of where to rank new librarian positions was raised. Since both the UX/E-Learning Librarian and the Music Librarian positions did not make it to the next stage, it was asked if we should be ranking the positions high to show a continued need or low to push other more feasible items through. MM asked if any items should be recommended for removal, with the only two candidates being "computer technician" (recommended by MM) and "dual monitors" (recommended by AJ). Rationale for removing "dual monitors" was that separate monitor arms could be more readily purchased and could be installed with current monitors with help from IT. MM also suggested adding a budget line to "outreach goals" to begin building a fund for programming and larger-scale events and CJ agreed. It was also pointed out that the "EZ Proxy" item is necessary for the library to function and will need to be ranked high to allow student access to databases from off-campus.

Action: MM will send out revised Program Plan and all librarians will finalize rankings. CJ will add a budget estimate to “outreach goals” item.

4. **Evaluation Forms**

Discussion of FT and PT evaluation forms was continued from the last meeting, with GM indicating that the review process for these new evaluation forms was almost at its conclusion. AJ shared a revised copy of the evaluation forms with all notes from the last meeting included. As noted at the previous meeting, the part-time librarian evaluation form was not able to capture the scope of non-classroom faculty duties. Part-time librarians are often unable to get the 25 evaluations needed, as they work evening and weekend hours providing in-depth, one-on-one help to students. GM will forward librarians’ notes to the Evaluation Committee and submit the revised evaluations for approval. GM also provided sample evaluation forms from the Counseling department, with the goal that all librarians review the sample forms and bring thoughts to the next meeting.

5. **Surveys**

MM sent out via email the 2015 LLR Assessment survey results, which will be added to the team site. CS handed out the 2016 Student Focus Group Report which details all free form responses collected. The question was raised if the Library should conduct another student focus group in the spring or another survey. A discussion of what to do with all the data we’re collecting was started, with all librarians agreeing that collecting data is the first half of assessment, but that we must use the data to drive decisions. GM asked how surveys were distributed in past semesters, and all discussed how Institutional Research would format surveys and distribute them on various platforms. It was noted that the year IR distributed a survey as a global announcement on Canvas was the year with highest number of responses.

6. **E-Resources Britannica Academic**

MM brought forward a discussion of Britannica Academic and whether the library should continue its subscription. Britannica Academic has a free version available, the only difference being the presence of ads. The librarians were asked to consider if the ad-free version of Britannica is worth the disproportionately high price we are paying to maintain the subscription (a price which increased 5.6% this year). MM distributed a sheet of statistics detailing Britannica Online’s use on campus and pointed out that the high number of searches were due to pings from

OneSearch rather than from direct searches of Britannica. It was noted that we also subscribe to Funk & Wagnalls, a similar encyclopedia, and of course to Credo Reference which is a more college-appropriate resource. It was agreed that MM will continue the issue over email, where librarians can further discuss.

7. **Acquisitions**

RG motioned to table item, AJ seconded, motion passed.

8. **Other/Future Agenda Items**

Agenda was set for next week's meeting, to include: SLO/SAO's, Academic Senate updates, evaluation forms, winter reference schedule, and surveys.

CJ updated the group on ECC Connect proceedings. The Library has been invited to make a profile on ECC Connect, which CJ will help construct after training from counseling department. CJ also provided an update on the First Gen Rally tabling event and described the survey taken by 15 first-gen students regarding library services. Questions included: 1. Students' comfort level asking for help in the Library 2. Students' use of Library resources and which ones 3. A gauge of future interest in the Student Achievement Award / Library Division Award. CJ also brought up discussion of a plan to update student ambassador library tour scripts, as many have inaccurate information.

AJ requested that computers and other tech items not be stored in Room 128, but that they be taken to the Division office where they are better placed.

ACTION ITEMS:

Action: MM to send out revised Program Plan and all librarians to finalize rankings. CJ to add a budget estimate to "outreach goals" item.

Action: All librarians to look over LLR survey results by next Thursday and decide if a focus group or new survey would be best.