

Minutes of the Librarians' Meeting February 21, 2019

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

Meeting moderated by RG and CJ took minutes.

AGENDA ITEMS

1. Approval of Past Meeting Minutes

GM motioned to approve the December 13, 2018 minutes. AJ seconded. Motion passed.

2. Status of Past Action Items

The move of the Reserves desk has been completed and winter semester testing was very successful. The weeding project is well underway with RG sharing that a high percentage of the collection has been weeded thanks to everyone's team effort.

3. Resources

CM brought up a discussion of utilizing part time librarians' time and talents to the fullest extent to help with workload. AJ shared about a list of local libraries that he and the PT librarians have been working on as an example. MM put forward that the PT librarians could help create LibGuides and citation guides and discussed keeping a master list of LibGuide topic ideas.

CM shared the carpet medallion project with the group, noting that the medallions will be placed approximately where the book gates currently are. CM asked the group to share thoughts on removing the book gates. CS asked whether the carpet medallions would get dirty quickly, but it was noted the dark blue/gray colors should stand up to dirt well. CM shared that carpet will be installed in April, giving the group time to discuss the removal of the book gates. MM brought up a discussion of glass gates which look more modern. All agreed that while some book theft may occur, the gates currently installed are not stopping theft completely either and the lobby would look considerably more inviting without the gates in place. CS motioned to remove gates, AJ seconded, and motion passed unanimously.

Action: MM to create shared list of LibGuide ideas, all others to contribute.

4. LSP

RG shared that the Library is 90% weeded and thanked AJ for coordinating the PT librarians' efforts. RG thanked CM for support in this project as well, and shared that we

are 70% finished with inventory as well. RG further shared that we did not have to conduct a \$9500 data extraction, as had been previously thought. RG shared that himself, MM, and Laurie Pelayo are meeting weekly to discuss migration issues. RG thanked the other librarians and AJ for pitching in to help cover his reference desk hours.

A discussion about revising room names was also brought up, as with this migration we have an opportunity to change room names and their corresponding catalog entries.

5. E-Resources

MM shared that EDS can be hooked up to Alma and that other libraries to use as discovery instead of Primo. We will have 6 months of overlap to test and consider options. This is also being considered by other libraries. MM asked everyone to consider a few new digital purchase/subscription options: EZProxy (necessary with LSP migration), Chilton's Auto, LibAnswers, Gale LGBTQ History Primary Document database (one-time purchase).

6. SAO

MM asked the group to consider if the SAO's we wrote last semester were framed in the correct language, and CM and CS both clarified that SAO's are intended to assess service areas and therefore do not have to assess student learning as an SLO would have to. A vote was brought forward to officially approve the Systems SAO. RG motioned to approve the following: "The Library facilitates access to library accounts, collections and resources via the library's service platform (LSP), discovery tools, and website supporting on-campus and remote users". CS seconded the motion, and all unanimously agreed.

7. Open House

CJ shared final preparations for the open house event and asked for last-minute thoughts or ideas. MM suggested that the North Reading Room be closed for event set-up and all agreed. It was also suggested to contact Stephanie Frith of the Union to ask her students to write about the event. CJ thanked everyone for their help leading up to this event.

8. ERM Room

Policy questions concerning the ERM room were brought forward, especially the concern for locking the room door or leaving it open. GM proposed keeping the door locked for now, as groups of students inevitably sit in there with the door locked and pose safety/noise issues. Signage is needed for this room, this to be carried out by the division signage committee. AJ recommended that a key be held at the reference desk and the librarians assist in open and closing the ERM room.

Action Items: CJ to add signage needs to the signage committee chart. AJ to work with Dr. Martin in assigning a key to be held at the reference desk.

9. Other/Future Agenda Items

AJ shared that he has been credited on an episode of the PBS show “Finding Your Roots” season 4 episode 4 as Analu Cruze (Genealogist/Librarian), and the group congratulated him on his accomplishment.

AJ brought forward the option of changing librarians’ meetings to once per month rather than twice. The group agreed to pilot this for spring 2019 semester and see how it works. This means instead of eight meetings total the librarians would hold five meetings with opportunities to call special meetings as needed.

AJ motioned to move librarians’ meetings to the ERM room, GM seconded, motion passed.

The group congratulated MM on being elected as OERI Representative to the statewide academic senate.

MM asked if there was a discussion about librarian working hours per the contract, and AJ clarified that counselors work a 40-hour week because they work an 18-week semester and librarians work a 45 hours week as we work a 16-week semester.

ACTION ITEMS:

Action: MM to create shared list of LibGuide ideas, all others to contribute.

Action Items: CJ to add ERMR signage needs to the signage committee chart.

Action Item: AJ to work with Dr. Martin in assigning a key to be held at the reference desk.