

## LIBRARY MEETING MINUTES – May 16, 2019

**Present:** Dr. Crystal Martin (CM), Mary McMillan (MM), Camila Jenkin (CJ), Gary Medina (GM), and Claudia Striepe (CS)

**Absent:** Ryan Gan (RG)

The meeting was chaired by GM and MM took minutes.

### AGENDA ITEMS

#### 1. Approval of Minutes

The minutes from the prior meeting were approved.

#### 2. Status of Past Action Items

CM and AJ met to plan coverage of Music Library with part-time librarians, including during the evening hours. Part-time librarians will be empowered to develop draft policies & procedures in support of Music Library operations with review & final approval to be done by full-time librarians and CM.

MM and CJ reported on survey development. See agenda item.

GM reported that he met with RG regarding the needed information for the LSP configuration form, which has now been submitted to ExLibris.

MM has confirmed new EZProxy links are working for the databases. The process of changing over access from WAM will be done before the start of the summer term. It is likely that we will discover links that will need updating and those should be forwarded to MM when found.

#### 3. Faculty Identification Process:

CM asked that we begin thinking about our potential faculty needs so that we will be prepared to move forward quickly in the Fall semester when the campus ID process starts. Last year we had submitted for a replacement of the Music Librarian and the E-Learning/UX Librarian. Now that some time has passed, we should review these needs, librarian positions at other CCCs, and comparable job descriptions.

*Action Item: Librarians to consider staffing needs in support of campus initiatives in preparation for Fall Faculty ID process.*

#### 4. Eva Brown Collection:

CM was approached about a collection of books from the Eva Brown estate that was donated to the campus ASO some years back. They are not getting a great deal of use in their current location and it was suggested that they be brought over and placed in the library collection. Librarians recommended that if we do accept them, they first be evaluated for currency of content and physical condition to ensure before adding them to the collection as a great deal of time was just spent weeding worn/outdated materials and we want to be mindful of student research needs. If accepted, books should be cataloged for discovery with an enclosed bookplate noting that it is a donation from Eva Brown and made available for circulation.

*Action Item: CM will follow up with ASO Director.*

### **5. Library Surveys:**

There had been a day in gaining access to Qualtrics, but Institutional Research has now established accounts for MM and CJ. MM will prioritize creating and surveys and generating a QR code for promotional flyers. CJ will create flyers and promote student survey. One a link to the student survey is available, CM will have Gema Perez place it onto the student Canvas announcements. MM will send out the faculty survey via email. Survey results will be collected during the summer term and evaluated in the Fall when all librarians are together to discuss.

*MM to create surveys in Qualtrics & send to Faculty. CJ to create promotional flyers and place around the campus. CM will ensure student survey link is placed into Canvas. MM and CJ will handle the opportunity drawing.*

### **6. Academic Senate:**

CS provided a report of from the latest Academic Senate meeting. It has been requested that we elect/reconfirm our new/returning Senators so that she can notify the Senate President by the end of this semester. The Library currently have 3 Senators who are at the end of their term. She will place a ballot with interested librarians names in our mailboxes for voting.

### **7. Calculator Program Plans:**

GM reported on a change to the calculator reserves service. This service will be relocated to the Learning Center to be housed alongside similar ancillary materials (e.g. anatomy models) and where there is more room for storage. GM has been working the Sheryl Kunisaki on the current policies & processes. The plan is for this upcoming Fall semester.

*GM and SK will collaborate on relocating calculators to the Learning Center & training LC staff on calculator checkout policy & processes.*

### **8. PRIDE Event:**

CJ reported on the activities of the 1<sup>st</sup> annual campus PRIDE week, which was very successful this year. In addition to creating displays in the Library building, CJ participated in the resource fair where students were very interested in the “mobile collection” of books on LGBTQ-related subjects. There was a lot of browsing of materials and technician Cindy Lopez was a great help in welcoming students & circulating materials. The new Gale Archives of Sexuality & Gender: LGBTQ History and Culture since 1940 was also highlighted. CJ recommended the Library continue to participate in future PRIDE events as it is a great way for the Library to show its support, promote resources/services, and collaborate with campus departments.

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

GM noted that he has received student interest in the Library developing a larger YA and graphic novel collection.