

Minutes of the Librarians' Meeting of 6th June 2019

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

Guests: Nina Wong, Police Officers Roberson and Lopez, Carolee Vakil-Jessop

The meeting was chaired by AJ and CS took minutes.

AGENDA ITEMS

1. Cleary Act Presentation – Nina Wong (NW)

NW presented on the Cleary Act via a ppt slideshow and accompanying handout. It was noted that Cleary geography is important, and encompasses mainly campus locations.

Questions included: Do we need to fill out a Cleary report as well as a Maxient report? No. But if you do, the AIMS/Maxient report counts as a CSA (Campus Security Authority) report as well. Is there any follow-up if a CSA report is filed? No, these are for statistical purposes. If you DO want a follow-up, submit an AIMS/Maxient report and police report as well.

2. Union Representative Visit – Carolee Vakil-Jessop (CVJ)

CVJ reported that a 9-member Federation team is currently going through the contract articles, concentrating on the top issues as determined by survey results. These top issues include Academic Freedom, Free Speech, Retirement, Health Care, etc. We are comparing ECC status to local area colleges to get some baseline data. ECC has a gap in pay scale – for instance, compared to LBCC and Cerritos, we make less over time (25 years), our health benefits also fall on the lower side as re: District contributions. The issue of low District contributions is one of the main frustrations, combined with the fact of no help being given to p/timers. The Federation is also looking at a package from Kaiser for possible consideration. Negotiations training is set (tentative) for Friday June 28th, and anyone can sign-up for the training. We will see the results of these investigations in late Summer/early Spring as the team members report back. The Federation is also working on getting the webpage up. As there are currently only 9 team members, certain articles and issues may not be opened, so it will not be a full contract negotiation. Should you be interested in participating, please contact CVJ.

The COLA seems set at 3.26% so that will be offered at a minimum in January. There seems to be a reprieve on the Funding Formula – many seems against it and the Online College proposal. The Governor has also added some money to STRS/PERS.

One problem we may be facing concerns the money we received for helping Compton through its accreditation - we may feel a pinch in some areas as this money ceases.

The Federation also wishes to work more closely with the Classified Union and go to negotiations with similar demands, especially as re: health benefits.

The librarians reiterated that they wish to remain 10 month employees. CVJ explained that counselors and librarians are contracted to work a 45 hour week. When the contract semester was 18 weeks, that equaled a 40 hour week to make up the 720 hours. Now the semesters are 16 weeks, so 720 hours in 16 weeks = 45 hour week. Counselors opted thus to stay on an 18 week schedule, and the librarians could also opt to do that and work 40 hour weeks. Some colleges are still on the 18 week semester, eg: Cerritos.

Official negotiation dates? The negotiations will be “opened” at the August Board meeting, when ground rules will be set, and the topics “sunshined”, then negotiations will begin in Fall 2019. Negotiations updates will also be provided sporadically as things progress, but communications will be vague in nature for confidentiality.

What can we do? CVJ advised looking over the contract re: librarian job description and see whether it needs updating – compare the description to other colleges. It can be brought to the table. Think about the 40/45 hour workweek. What would you do in the extra weeks? The change would not cost the college anything, but the change would need to be justified. Look at your satisfaction with the work areas and general conditions.

Did the Federation lose any members due to the JANUS decision? Yes. 5 members, but overall, membership in the classified and faculty unions increased. Kelsey Ino is the new Federation President effective July 1st. AJ noted he will speak to P/t librarians during a scheduled training session re Federation issues.

CVJ asked that we all wear Union shirts (or any red shirts) on Tuesdays next semester. The Federation will have a table on Flex Day and we can collect buttons “Contract 2020”.

3. Approval of Minutes

Minutes of 16th May approved with minor edits. Minutes to be sent to Donna Baldwin for posting on Library website and distribution to LLR staff.

4. Status of Past Action Items

- The LLR Division Council supports the librarians in giving feedback....this issue is returning to Senate for more discussion and votes. **In Progress.**

- Faculty ID Process. On agenda. **In Progress.**
- Eva Brown Collection.. The Brown collection that was being stored in the ASO office area will be brought to the library after Commencement and MM will review them to see which might be added to the collection. These will be subject to the normal weeding policies. **In Progress.**
- Library Surveys have been sent out. A small glitch with a non-functioning link has been fixed. So far there has been 46 student respondents. This is less than our earlier survey, so the vote was to leave the survey up for a longer period. The opportunity drawing question/option will be removed. The opportunity drawing winners have been notified. Prizes are behind the circulation desk and winners can collect them this week or over the Summer. 57 faculty survey responses received. MM will send out one more reminder. MM will compile the results. **In Progress.**
- Calculators. GM and SK have negotiated a transfer of the calculator booking/returns, which will take place over the Summer, and be fully operational from Basic Skills come Fall. **In Progress.**

5. Ref Desk Summer/Fall Schedule.

(see Handout) Fall's schedule will be similar to Spring. RG will be off the Reference desk to see to the LSP migration, CS will have 2 hours due to Accreditation assignment, GM and MM will take 8 hours, CJ will take 10 hours. There are vacant spots in the schedule so we will be interviewing over the summer for more p/t librarians. June 18th is the deadline for applications. We have negotiated an increase in p/t hours as we need to increase Music library coverage during the week and on Saturdays. The openings have been forwarded to a variety of job banks.

P/T librarian Mayra will be working 25 hours at the Music library, so she has been removed from the Main library schedule, and Rachel's hours increased at the Main library. As appropriate, Mayra may attend some future librarian meetings to report on Music library issues. Additional staffing of the Music library will allow for more reference assistance for students. This plan has strong support from Dr. Shankweiler and the Fine Arts division gave some budget help from their evening funds. The p/t librarian will be up at the front counter of the Music library to offer assistance. The Music library staffing for Summer will not change at this time.

6. Embedded Librarian Program, Academic Senate Elections

CS reported that the annual Embedded Librarian Program 2018-19 has been sent out to all participants.

CS has received some responses re: next semester's participation, but some faculty do reply late. Currently the Fall 2019 situation is:

C. Jenkin = S. Burnham (Hum - [English 1A Honors # 6494 \(8-10 MW\)](#), [English 1A # 6361 \(8-10 TTh\)](#))
E. Brenes (Hum - two sections of English 1AS. MoWe 11:30-1:45; and TuTh 8-11:15.

A. Josephides = J. Hardesty (FA- Watercolor Painting II on T/TH from 3:00 - 6:00 PM)

C. Glover (HUM –

C. Nagao (Hum -

M. McMillan = O. Teal (BSS – HIST 122-2417 and HIST 102-2365

D. Rowan (FA – Photog)

G. Medina = L. Hong (Hum -

D. Crotwell (Hum - two 1As in the fall)

C. Striepe = S. Burnham (Hum - [English 1C \(2\) # 6575 AND 6578 \(11:30-12:55 TTH\)](#) (1-2:25MW)

[A. Carr \(Hum – an ENG 1AS that meets from 1-4:05 p.m\)](#)

R. Cerofeci (Hum – Eng 1A 2 classes)

[J. Annick \(Hum – 1A 6355 TTh 8-10am in H105, 1A 6408 TTh 10:15-12:20 in ITEC 116](#)

[L. Welsh \(Hum - two 1As in Fall\)](#)

Please contact your faculty member as Summer progresses, to ensure that you are added to the syllabus, and to make arrangements re: meeting dates and lesson content.

CS reported that AJ, MM and CS will again represent the LLR at Academic Senate for another term. Thanks to all for participating.

7. Library Service Platform (LSP) Project and Timeline

RG reported much progress. We now have the ALMA environment, thanks to LSP team of RG, GM, MM, and LP. The team has Ex Libris accounts and will have Summer training for certification. They will also keep problem logs as they work with the system. The cut over date is set for October. The library has weeded over 40 thousand volumes, which has made LP's job much easier, and we are seeing more circulation of remaining items.

The next project involves IT integration of user data. RG has met with IT, and put IT in touch with Ex Libris. A script must be created so that Colleague can "talk" to Alma via an API or STP (preferred by many including the Consortium). This is quite complicated, but is in progress. Vladimir of IT is concerned with data privacy. RG thanked Dr. Martin for her help.

Primo – the "front end", will be coming mid-June and RG will give more training information and accounts so that we can practice searching etc, and see how instruction will be effected by the introduction of Primo.

RG further reported that currently the calculator check-in has some problems and he is working on a solution.

RG is working with Ann Palmer and Mayra on a Music library card catalog project.

Should we see errors as we work with the new LSP, keep a local word file and send on the RG and he will make a shared document file to be housed on the TEAMS site. RG will be back on campus July 1st.

8. Outreach 2018- 2019 Summary.

CJ will send out a copy of the summary to all via email. CJ will also put the document on the TEAMS site to be used as Accreditation evidence and for future Program Review. CJ noted that the Outreach work showed a high level of Division cooperation and collaboration. Thanks to CJ for spearheading these new projects and relationships.

Action Item: CJ will send all a copy of the Summary and add the document to the TEAMS site.

9. LibAnswers Timeline and Training

AJ reported on his preliminary investigative work on Sprinshare LibAnswers. He has looked at the website, and will do some webinars. Sprinshare is mobile friendly and can be linked to DE classes. OCLC just sold QuestionPoint to SpringShare. It is not clear at this point whether QuestionPoint will be included in the usual SpringShare packet. Fall will be a pilot, and the P/Timers will participate. MM noted that we should coordinate where SpringShare will appear on the library webpage.. AJ will forward some ideas so that we can build up a bank of FAQs. AJ thanked all for their help so far, especially MM (as she is experienced with the back-end of the system), and RG who will help with the web integration. Please let AJ know if you want to be an early user during the pilot phase.

Action Item: AJ to move forward with training and pilot implementation of SpringShare LibAnswers.

10. Faculty Prioritization

CM shared a folder into which she has added 2 job announcements. Please add to this folder so that we can use the job descriptions for ideas re: hiring, and also to craft our own job descriptions as needed.

CM also noted that a committee is currently working on revamping the faculty prioritization form in terms of equity, online education expansion, etc. So we must look at areas of growth in the LLR that we can leverage – for instance Glendale has an OER librarian, and maybe an Embedded librarian, in light of our program's growth. It was noted that textbook costs are a big reason for student withdrawals from programs, so OER is vital.

11. Other/Future Agenda Items

AJ noted that Fall Librarian meetings have been set for Thursdays August 29th, Sept 26th, October 24th, November 21st, and December 5th, from 2 – 4pm. We can be flexible on the meeting room, moving back to 102, or using Room 76 in the basement near Gema.

Meeting adjourned at 11:30am

Action Items:

CJ will send all a copy of the Summary and add the document to the TEAMS site.

AJ to move forward with training and pilot implementation of SpringShare LibAnswers.

Cs/2019.