

## **Minutes of the Librarians' Meeting of September 26<sup>th</sup> 2019**

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

The meeting was chaired by CJ and RG took minutes.

### **AGENDA ITEMS**

#### **1. Approval of Minutes**

The minutes of the August 29<sup>th</sup> 2019 meeting were approved.

#### **Status of Past Action Items (from August 26<sup>th</sup> minutes)**

1. RG to give AJ his Ref desk availability before October, for planning and scheduling. AJ to send GM and MM an editable copy of the overview LLR handout so that they can add a few items. **Done**
2. MO to amend Music Library flyer as suggested and make a "Browsing is Open" sign. CM to look into the Pharos contract re: the possibility of getting an add-value station for the Music library, and to write an email to Dean Price and Mr. Cox introducing MO. **In progress**
3. Send ideas to rename the McNaughton Collection to CJ. CJ will tally the votes and report, RG will look into making the name-change in the catalog. **Done**
4. Please send print periodical title requests to MM for trial and pricing investigation. **Done**
5. AJ to look at other College pages to see whether Policies and Practices re: chat are needed. Team to meet/ suggest more FAQs for the LibAnswers page. **In Progress**
6. MM to call a special meeting to discuss survey results and assessment to formulate planning ideas and goals. **In Progress**
7. CJ and CS will put the proposed Humanities Outreach packet in the librarian's boxes for further comments and additions **Done**
8. Librarians to add PD goals to Cornerstone. **In Progress**
9. Librarians to be ready to assume evaluation duties. **In Progress**
10. Librarians to call an Annual Planning meeting. **In Progress**
11. Librarians to contribute to drafting a librarian position description. **In Progress**

#### **2. Union Representatives**

The Librarians met with Kelsey Iino and Carolee Vakil-Jessop to discuss contract negotiations.

#### **3. Evaluation Forms**

Documents were brought in by CM which incorporated past librarian changes. We are keeping

4. Analyze and discuss the results of your short surveys. AJ commented that he liked the surveys because they allow him to work with the numbers and statistics. RG commented that

he would like to combine some the line items since they were crafted with faculty heavily involved in semester long class teaching, rather than our surveys which are based on only one class. Motion to approve the edits by AJ and motion seconded by CJ. Motion passes unanimously. Dr. Martin will incorporate the changes and send it along to Review Snap. CM also offered Review Snap training. AJ and CJ expressed interest.

**Action Items:** *CM to send approved edits to Review Snap.*

#### **4. Faculty I.D.**

CM Passed out the Faculty I.D. draft. AJ brought the information about a recent workshop which talked about the specific language surrounding equity. RG suggested eLearning and Open Access title. AJ commented that he liked the term equitable services. GM said that Open Access perhaps was not necessary due to MM has been involved in OER. CJ expressed concerns with how the duties of the new position should be unique and not overlap with other librarians' duties. CJ suggested the title "Online Experience Librarian" which offers a more current description. **Action Items:** *CM will e-mail Faculty I.D. with edits to librarians which will then be subject to approval by librarians by e-mail.*

#### **5. Educational Policy Committee**

AJ reported that this committee is missing representatives and is also looking for a VP. CJ has volunteered to become a committee member. CJ reported that the committee was currently discussing clock hours versus unit hours and would soon move on to a new topic.

#### **6. LSP and Primo**

RG related that he was in the processing of working with IT and ExLibris on the export of the SIS file to Alma. There has been a snag in the XML formatting but IT is currently working on. Weeding has been finished for now in this phase by the Music Library. RG attended Alma workshop in Riverside with Laurie Pelayo. Deadlines for the Cutover data submission is next week on October 1st. That being said after these deadlines focus will be on configuring Primo, so RG made a motion for a special meeting on October 10th at 2pm, AJ seconded. Motion passed unanimously.

**Action Items:** *Librarians will meet to configure Primo on October 10<sup>th</sup> at 2pm.*

#### **7. Library Open House**

CJ announced open house will take place Tuesday, October 22<sup>nd</sup>. For changes to this Open House she suggested that there be more rotation of faculty and staff so that we can be more visible to students and campus faculty. The librarians signed up for Open House shifts. CJ is giving more structure the portion of the Open House that takes place in the North Reading Room. DE requested a table to run a card sorting/website layout activity and has been scheduled. Los Angeles Public Library librarians contacted us with a request to come to campus and sign students up for LAPL cards and have been scheduled as well.

#### **8. Adaptive Access**

AJ was communicating with Brian Krause about the scanners not being connected to the computers. AJ expressed interest in getting trained on this resource. Evening and weekend staff

might also be trained on this as well. A discussion was had about librarian responsibilities in the Adaptive Access room.

#### **9. Academic Senate**

CS congratulated MO becoming the adjunct member of the Academic Senate. CS suggested to RG that the Calendar Committee would be a good committee to serve on as well. A "Teaching With Tech" Center will be implemented by Moses from Distance Education. CS said that the Academic Senate is focused on informational items mostly right now with policy discussion coming up later in the semester.

#### **10. Other/Future Agenda Items**

MO said that they are finished weeding **the Music Library collection** in the anticipation of the LSP data migration. MO is reaching out to GM for student worker training and duties to maintain consistency between the Music Library and Schauerman Library. MO was happy to report that with the new open browsing policy **in the Music Library**, more items are circulating amongst students and faculty.

**Commented [SC1]:** I added "in the Music Library" for clarification in Item 10 Other/Future Items. Other than those edits, I approve the minutes. CS

#### **Meeting adjourned at 4:03pm**

**Action Item:** *MO to amend Music Library flyer as suggested and make a "Browsing is Open" sign.*

**Action Item:** *CM to look into the Pharos contract re: the possibility of getting an add-value station for the Music library, and to write an email to Dean Price and Mr. Cox introducing MO.*

**Action Item:** *Please send e-resource and print periodical title requests to MM for trial and pricing investigation.*

**Action Item:** *AJ to look at other College pages to see whether Policies and Practices re: chat are needed. Team to meet/suggest more FAQs for the LibAnswers page.*

**Action Item:** *MM to call a special meeting to discuss survey results and assessment to formulate planning ideas and goals.*

**Action Item:** *CJ and CS will put the proposed Humanities Outreach packet in the librarian's boxes for further comments and additions*

**Action Item:** *Librarians to add PD goals to Cornerstone.*

**Action Item:** *Librarians to be ready to assume evaluation duties.*

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**RG/2019.**