

Minutes of the Librarians' Meeting

May 17th, 2018, 2:00 PM – 4:00 PM, Library 102

Present: Analu Josephides (AJ), Mary McMillan (MM), Claudia Striepe (CS)

AJ facilitated the meeting, and CS took minutes

1. Status of past Action Items
2. Springshare
3. OER
4. HR
5. Other/Future Agenda Items

AGENDA:

1. Approval of Minutes and Status of Past Action Items:

Tabled as last minutes not yet distributed and Action Items not updated.

2. Springshare: (via phone and computer) The demo showed various features of Springshare's Lib Answers, a virtual Reference platform that provides 24/7 FAQs, tech support, and the ability to record and analyze statistics. A customizable question submission form is available, and the question box has Autosuggest that tries to match keywords.

FAQ content can be in the form of text, embedded files, media, and has print options, a "like" button for satisfaction statistics. Public can comment on answers, but all lists are moderated so that incorrect/inappropriate comments can be removed. "Restricted" groups are available - staff only, etc. and then can be "log-in" driven. Messages can be generated, for example "Thanks we will get back to you in 24 hours".

On the Staff side, there is a "ticket" area, this is where the questions come in via email, twitters, etc. and then a librarian can take the query on and "own" it. Queues are ways of routing tickets into the ticket system so that you can send like questions to appropriate areas, like Reference or Subject librarians. Status of questions are :

New/Open/Pending/Closed. Rich-text editors are available for responses. Media and links can be added to answers, and tags can be added to answers later. One can search Google, catalog, or older FAQs to help answer queries, and the queries can be added to Analytics for assessment purposes.

If using Lib Chat, a chat Operator's window will open to show who is "on duty". One can create departments and assign staff to monitor "departments", there are no limits, one can have as many account holders as needed. Patrons initiate Chats. One can ban users IP addresses if inappropriate. Transcripts of each session are available, and stored for a year. The services are accessible with screen readers for accessibility, but there is no "voice" response as yet.. One can transfer stats, one can have "back-end" chats with other staff, if collaboration is needed. One can have a many chat widgets as needed.

The Reference Analytics area records information on all transactions. Statistics can be filtered. The system works on all devices, including mobiles, and can be resized to fit particular devices. They have releases 4 or 5 times a year, and there is minimal downtime.

We were offered a 30 day trial. The request in in Tracdat Library plan already, we can add more justification for it, like its applicability to Distance Education users. We could use one semester to set-up and run a small pilot. Question: Who would be the responsible party – Systems or Electronic Access librarian?

3. **OER:** MM is completing a report on Round 1 of the grant, and the college will be applying for Round II of funding. The college must create a plan and commit to doubling the 19 class sections we ran during Round I.
The library contributed during Round I via MM's involvement with the Taskforce, and the creation of a LibGuide on the topic.
MM proposed, for Round II that the library classes join the OER. CS agreed. MM also proposed that we think about how much we want to do with the OER as a Library. We can certainly help faculty search for OER materials, and we can ensure that free databases are put on the library webpage, for instance the Directory of Open Access Journals at www.doaj.org/ MM will compose a Resolution for our next meeting. It is a requirement that OER classes on campus be noted as such in the catalog.
Action Item: *MM will compose a Resolution as re: the Library and OER for our next meeting.*

4. **Human Resources:** Maria Smith of Human Resources came to speak to the librarians on the shift to a 12 month pay period. Ms. Smith noted that Pamela Young is our contact. Prior and up to 2012 the college had 10 pay periods, September through June. In late 2012, per a STRS memo, earnings had to be reported in the month earned, so payroll moved to payments August through June, equaling 11 pay periods. In 2013 ECC did not offer Winter session, so staff we paid August through May, equaling 10 pay periods. In 2014/15, the Winter session was reinstated so the college moved back to 11 pay periods, but retiring faculty found a service credit shortage, so the 10 month pay period was reinstated.
in 2016/17 Winter was offered again, and the college offered the SERP, but retirees were shorted again because of a perceived "Break in Service" due to the ten pay periods. So now the college is moving to a 12 month pay period going forth from 2018 July. Intersession pay will be taxed, so it could change staff members exemptions for a short period. As re: 403B, or 457s – HR reached out to Schools First. One must decide how much one wants taken out of the pay and divide by 11. Adjuncts will still receive 10 checks.
We are still using an old DOS system, but a new payroll system should be in operation by 2020.
Should you have questions re: your W4 form, work with Lelani in payroll. To calculate a 12 month salary, look at your Step and Rank (in the last contract) and divide by 12.

5. **Other/Future Agenda Items:** Special meeting to be called re: Librarian areas of responsibility.

NEW Action Items:

Action Item: *Librarians should look at areas of responsibility for Special meeting discussion. ALL.*

Action Item: *MM will compose a Resolution as re: the Library and OER for our next meeting.*