



## LIBRARY DEPARTMENT MINUTES

### Wednesday, March 13, 2013

### 1:30 – 3:00 p.m.

**Attendance:** Brandy Cape, Meghan Chen, Deb Distant, Meghan Gaynor, Rose Higuera, Paul Kittle, Dennis Ramos, Linda Small, Frances Smothers, Barbara Soriano, Amber Sprague, Pauline Swartz, Chisa Uyeki, Mary Walters, Emily Woolery, Hugo Aguilera, Mike Imes (IT), Loralyn Isomura (Recorder)

	Item	Discussion/Outcome
1	<b>Area Reports Concept, for example:</b> <ul style="list-style-type: none"><li>• Circulation</li><li>• Reference/Information</li><li>• Periodicals</li><li>• Acquisitions/Cataloging</li><li>• Library Instruction</li></ul>	<p>Meghan C. announced adding "Area Reports" to the agenda, and to make it an ongoing agenda item to allow areas to report any news and/or announcements from their area that would pertain to the good of the workflow. Meghan C. emphasized no one needs to feel obligated to report, but the opportunity is there and will be available at each staff meeting going forward.</p> <p>Linda reported the two new substitutes working at the Reference/Information while Christine is away on leave. Kimberly Juarez and Dinorah Parraguirre have been doing very well and catching on fast. Linda also reported QCI's attempt to assist with the continued problems with printing by providing new computers at the print stations. The hope is that the updated computers will work better when processing PowerPoint presentations and not hold the print jobs.</p> <p>Emily reported library workshops started this week. Student attendance and participation have been positive.</p> <p>Meghan reported Circulation Team meetings will continue this Spring. The first meeting is scheduled Wednesday, April 3<sup>rd</sup>, from 1:30 – 3:00 p.m. and will continue on the first Wednesdays of the month. Coverage for the Circulation desk will be arranged and announced by the end of next week.</p>

2	<b>Library Systems Update:</b> <ul style="list-style-type: none"> <li>• <b>Implementation Timeline</b></li> <li>• <b>LeAnn's Return</b></li> <li>• <b>Trip to Cal Lutheran</b></li> </ul>	<p>Meghan C. announced a possible trip to Cal Lutheran that could take place on Thursday, April 4<sup>th</sup>. Faculty and staff agreed to the trip but details are still to be determined.</p> <p>LeAnn has been in touch by phone and confirmed she is doing great, and plans to return on Monday, April 1<sup>st</sup>. An idea that came from LeAnn in her last phone conversation with Meghan C. was for her to move into Emily's office, and to then convert her old office space into an adjunct office with 3 workstations to be shared among adjunct faculty. With the new adjunct office, this would open up room 208 to be converted back to a study room, giving us 18 study rooms.</p> <p>Meghan G. announced the new test mode begin date is scheduled for mid-July, based on the revised scope statement. In test mode, current library records will be loaded and available in OCLC WMS and will allow for faculty/staff to experience the new system hands-on. Faculty/staff will be asked to report any errors and/or problems they come across in test mode and allow time to make necessary adjustments before we go live with OCLC WMS, which is set for the week before fall 2013 term. With the service contract with SirsiDynex service contract set to expire on July 31<sup>st</sup>, faculty and staff agreed it should not pose much of a problem being that August 1<sup>st</sup> is the last day of the summer term. We will need to determine if the library will still have access to the database without a service contract. The library will also need to keep IT informed when confirmation is received regarding accessibility when the service contract ends with SirsiDynex.</p> <p>Meghan C. will schedule meetings with each function group and will include Meghan G. and/or LeAnn in each meeting. Emily and Meghan C. will get meet to discuss how to inform faculty.</p>
3	<b>Update on LLR facilities planning &amp; timelines for proposal submittal</b>	<p>Meghan C. met with Gary Gidcumb, from Facilities &amp; Planning Management, to begin project planning on items requested on the LR Division's facilities requests. During their walk through on the library floor, the following items were discussed: removal of old Reserves counter and shelving, window at Circulation to allow visibility from Circulation to Information/Reference Desk, make a book drop front of circulation line, wiring for more wireless access, more study spaces in the building, hallways, and/or lobby, and more furniture throughout building 6. There is some potential for 3 new classrooms. They also discussed the possibility of making the LR Division more accessible to students/patrons.</p>

4	<b>Study Rooms Self-Check Out &amp; Standardization of Equipment</b>	<p>The software to allow for "self check-out" of study rooms is estimated to cost about \$900 per year, which staff/faculty agreed to be very minimal.</p> <p>Paul created a calendar using LiveCal to pilot two rooms, which will begin in the spring 2013 term.</p> <p>Meghan C. will work with Emily to put this pilot in the Library's PIE.</p>
5	<b>PIE &amp; Progress of Assessments – Emily</b>	<p>The division's and the departments' PIE documents are usually due at the end of June. Emily discussed the PIE and the library's accomplishments from last year. To add to PIE, Emily conducted an activity to gather input from staff and faculty. She handed out a half sheet of paper with the following three questions: 1) List 3 accomplishments the library has made in this past year, 2) List 2 conditions in the library, on campus, or off-campus that impact your work, and 3) List 1 thing the library should work on in the next 3-5 years. Emily will compile the responses and share them at the next Library Staff meeting on April 10<sup>th</sup>. Further information that staff/faculty would like to include can be sent to Emily.</p>
6	<b>Library Functional Reorganization &amp; Position Requests</b>	<p>Following the review of the library's operational analysis and discussion with staff and after some discussions and review of distinguishing job duties between the Library Technician I, II, and III positions, it makes sense to have a Library Technician III be the lead tech in each major area of the library. Prior to making any requests, Meghan C. is also awaiting salary fiscal reports from Fiscal Services. Meghan C. plans to convert Wendy Shen's position from 47.5% to 100%, to be able to support the divisions accounting needs and demands of the college. In addition, she will be requesting to refill the vacant Library Page position, and will follow with another request to fill the 2 permanent part-time Library Technician I positions.</p> <p>Captioning of library titles on hold due until we can determine how much of our collection is not captioned.</p>
7	<b>Other –</b> • <b>Name Tags for Public Service</b>	<p>Tabled for next meeting on April 10<sup>th</sup>.</p>