



LIBRARY DEPARTMENT MEETING

AGENDA, Wednesday, September 18, 2013

1:30 – 3:00 p.m.

Attendance:

	David Butler	X	Brandy Cape	X	Meghan Chen	X	Deb Distant	X	LeAnn Garrett	X	Meghan Gaynor	X	Hong Guo
X	Rose Higuera	X	Paul Kittle		Bill Le	X	Dennis Ramos		Linda Small		Frances Smothers	X	Barbara Soriano
X	Amber Sprague	X	Pauline Swartz	X	Chisa Uyeki		Christine Gerloff W.		Mary Walters	X	Emily Woolery		Laura Yin
						X	Hugo Aguilera	X	Loralyn Isomura	X	Wendy Shen		Mike Imes – IT

	Item	Discussion/Outcome
1	Area Reports- <ul style="list-style-type: none"> • Circulation • Reference/Information • Periodicals • Acquisitions/Cataloging • Library Instruction • LLR Division 	<p>Rose informed staff of minor changes to requesting/providing change. The register has been removed and only the cash drawer from the register is being used in a drawer at the Circulation Desk (if needed, please ask Circulation team member for the specific location). With a change machine already provided next to the Copy Room, quarters will not be requested from Fiscal Services. Excess change will be housed and requested from the division office.</p> <p>LeAnn shared that the Listening collection has been circulating more than ever since it has been in its new location, which on a display case just in front of the Reference/Information Desk.</p> <p>Since the fall 2013 term began, LeAnn has been posted at the Circulation Desk to see first-hand how the new system was functioning. While checking books in and out, in addition to pulling the books from the reserve shelves and out of the reserve return bin, LeAnn suggested an ergonomic study of the Circulation area be conducted due to the physical demands of the job. Meghan agreed and advised that she will be contacting Risk Management to begin the process.</p> <p>Brandy shared that students are acknowledging the "quiet room" and have been respectful of each other's space and "quiet" area. She also shared that the usage of Periodicals is evolving as e-versions are being used more.</p> <p>Dennis shared that the Cataloging team is working on reformulating labels.</p> <p>Pauline shared that more workshops are being offered. She is working with Jackie Martinez, staff member from Counseling, on an automated system for workshop sign ups.</p>

		<p>Meghan thanked the Library Instruction team for their continued efforts in reaching out to the faculty across campus and working with faculty to assure that the library materials are in line with the course curriculums. Meghan also shared that Nora Shea and Pauline Swartz were awarded Honorable Mention for the 2012-13 Presidential Award.</p> <p>The Instruction will also be meeting with Nicole Blean and Amy Azul, from the Writing Center, to discuss workshops.</p> <p>Meghan showed a table which listed 5-columns, each column representing the departments within the division that Meghan oversees. She reminded staff of the other responsibilities she has as a Dean, which are in addition to being the direct manager for the library staff. Meghan is hoping to obtain additional support, whether it be in the Library, Distance Learning, and/or the division office.</p>
2	OCLC WMS Update	<p>LeAnn is working on the Reserves search feature in OCLC. Once the list is complete, reserve items can be searched using by title, course, and/or professor name. The initial search list will have the 50 most circulated reserve items within the last year. All new reserve materials will be loaded as they are received and processed. The anticipated turn-around time for new reserve material is 15-minutes. LeAnn is exploring more efficient labeling for the Reserve collection. Older reserve items that do not show up on the list will be addressed as inquiries come in. Reserve items cannot be removed from the system without knowing the professor's name connected to the item. Screenshots and instruction handout on searching reserves was suggested to faculty, staff and student use.</p> <p>With the new OCLC WMS system in place, LeAnn is also observing the workflows of all areas in the library. For example, LeAnn has been processing all check-ins for books being returned, which allows her to review books for any problems, such as no call records and/or inaccurate holding records. Issues are being researched and LeAnn will provide information on findings and/or solutions as the information becomes available. Processes of checking in returned material and removing suggested items to be withdrawn will be handed back to the appropriate areas and/or library technicians.</p> <p>Meghan and LeAnn will meet with each library area review findings and observation and to discuss new workflows based on OCLC WMS launch.</p>

3	Time-off Request through Lotus Notes & Circulation Back-up Schedule	<p>Meghan reminded staff to request time-off using email with the specific format in the subject to assure that all requests receive responses in a timely manner. When requesting time-off, the subject line should read: Time-Off Request; (Leave balance to deduct from), Date(s). Loralyn is looking into the Time-Off Request feature in LotusNotes. She will prepare handouts to show how to use the feature step-by-step.</p> <p>Mehgan will be contacting specific individuals about the permanent back-up schedule that will be in place when staff members are requesting time-off or call in sick.</p>
4	Announcements <ul style="list-style-type: none"> • Pearl Ly – Participating in Mentor Program • Library Page & Library Tech I Vacancies • Circulation Team Meetings • Library Classified Staff Meeting • Staff/Faculty Computer Assessment 	<p>Meghan will be job shadowed by Pearl Ly, Interim Assistant Dean at Pasadena City College, as Pearl is participating in a mentor program. Pearl will be attending various meeting with Meghan.</p> <p>Kim Wilder has been selected to fill the Library Page vacancy. If the Board approves, she will being work on Thursday, October 24th.</p> <p>The 27.5% Library Technician I position is in the Human Resources recruitment queue. The first step in the process is an internal posting to any current Library Tech I's that may be interested in a lateral transfer.</p> <p>Meghan will schedule area meetings with library staff members, and will then follow with an all classified library staff meeting to review workflows. Librarians are invited to attend the meeting.</p> <p>Hugo is tracking the division inventory of all workstations and will follow with an assessment of each workstation to prepare a priority list of replacing division computers.</p>