



LIBRARY DEPARTMENT MINUTES

March 12, 2014

1:30 – 3:00 p.m.

Attendance: Brandy Cape, Meghan Chen, Deb Distant, LeAnn Garrett, Christine Gerloff, Hong Guo, Rose Higuera, Linda Small Barbara Soriano, Amber Sprague, Pauline Swartz, Emily Woolery, Hugo Aguilar, Loralyn Isomura, Wendy Shen

Absent: Paul Kittle, Chisa Uyeki

	Item	Discussion/Outcome
1	Area Reports (5 min ea, as needed)	No reports.
2	Policies & Exceptions for DSP&S Students	The Circulation Team requested a formal policy or procedure when providing exceptions to DSP&S students requesting to take a reserve book for use outside of the Library. Currently, if a student claims to be a DSP&S student, no further confirmation is requested and the approval is provided by LeAnn or Emily. After attending a DSP&S workshop, LeAnn provided many suggestions to address the Circulation Team's concern and other accommodations that we provide to DSP&S students and how the Library should have them outlined and publicized on the department website. Meghan will follow up with DSP&S to determine if students can provide proof of being part of the DSP&S program, but in the meantime, advises Library staff to follow the same protocol and requests approval from the Librarian on duty. LeAnn will continue to work on specific policies and procedures to accommodate DSP&S students.
3	Preview PIE Form and Prep for PIE Discussion at next staff meeting - Emily	<p>To prepare for our April meeting, which will be devoted to PIE planning, Emily took each section of PIE and created an easy-to-read quick reference for faculty and staff to refer to as the department begins to prepare PIE for this year (see attachment LRDiv 2013-14PIEQuickRef-LibMtg031214). Emily also directed faculty and staff to the link that shares the various plans that are being prepared across campus: http://www.mtsac.edu/governance/committees/iec/planning/.</p> <p>The Library Department's PIE is accessible in the Library shared folder under the sub folder ePIE.</p> <p>In addition, Meghan requested feedback on Cal Poly Pomona Library referrals and ILEAC referrals. Meghan suggested a brief 3-question survey to assess the services.</p>
4	Quiet Room	Per a conversation that Meghan had with Mikaela Klein, they anticipate to begin planning a design for the new Quiet Room in summer 2014 and construction to begin in fall 2014.

4	Suggested Evacuation Plans with Public Safety	<p>Director Mark DiMaggio, Assistant Director Mike Montoya and Sgt. Anthony Kelly, all members of the Public Safety Department, came to provide some suggestions on how to respond in an “active shooter” situation. They played the 6-minute video called <i>Run, Hide, Fight – Surviving an Active Shooter Event</i>, which is one of two videos that are available to all faculty, staff and students on the Home Tab of their MyPortal account. Following the video, the offices emphasized the importance of knowing your surroundings and the ins-and-outs of the building. Depending on where an active shooter may be a given time, knowing surroundings will allow one to respond better in trying to find the best exit and lead away from the situation. Sgt. Kelly also advised that if shots are heard, it is important to call 911 (or 9-911 from a campus phone) first. Though some may assume the person next to them is already calling, they would prefer to receive more calls regarding the situation versus none. Meghan suggested having an in-house drill for staff and faculty, with the assistance of Public Safety, to get more ideas on how to respond to an active shooter situation and other emergency situations. Loralyn will follow up with Public Safety before the summer intersession begins to allow time for planning.</p>
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