



# LIBRARY DEPARTMENT MINUTES

Thursday, September 11, 2014

1:30 – 3:00 p.m.

**Attendance:** Brandy Cape, Meghan Chen, Deb Distant, LeAnn Garrett, Christine Gerloff W., Hong Guo, Rose Higuera, Dennis Ramos, Michelle Sanchez, Linda Small, Barbara Soriano, Amber Sprague, Emily Woolery, Laura Yin, Hugo Aguilera, Loralyn Isomura, Wendy Shen.

	Item	Discussion/Outcome
1	<b>Announcements:</b> <b>Personnel Transitions</b> <b>New Library Technician II</b> <b>New Department Chairs in the Division</b> <b>Semi-Goodbye to Division Admin. Secretary</b> <b>RTFs will be submitted to Cabinet 9/16/14</b>	Michelle Sanchez was introduced as the new Library Technician II, who was board approved at last night's Board Meeting. Linda Small, Library Technician III, happily celebrated her 65 <sup>th</sup> birthday yesterday. LeAnn Garrett was introduced as the new Library Department Chair. Loralyn Isomura will be transferring to the Arts Division on Monday, October 20 <sup>th</sup> . Meghan will submit a Request to Fill for Division Administrative Secretary and for Library Page (which was vacated by Kimberly Wilder during the summer) to the Cabinet by Monday, September 14 <sup>th</sup> .
2	<b>Area Reports (5-min ea., as needed):</b>	Loralyn reminded Library staff and faculty to direct students and faculty with registration related forms or forms requiring Division Dean or Division Administrator signature to the division office. If the division office is closed, documents can be left in the division mailbox on the outside of the division office door.
3	<b>Circulation – Review of Opening/Closing Procedures across 6-day work weeks</b>	The Circulation Desk and Information Desk staff members were asked to meet to discuss opening and closing procedures and to prepare guidelines for reference. Rose, Laura, Michelle, Linda and Christine will meet to discuss procedures and prepare material for Meghan to review.
4	<b>Accreditation -</b> <b>Standard II.C. Gap Analysis</b> <b>Team Meeting</b> <b>Evidence</b>	Meghan reminded staff and faculty of the upcoming accreditation visit and the need to provide evidence and gap analysis. LeAnn and Brandy shared one form of capturing evidence by determining the success rate of particular students. Though a specific student cannot be identified by name, student X's checkout history and course history can be observed for success rates.
5	<b>Planning for Winter 2015 – Restoration of Library Hours for intersessions going forward</b>	Staff and faculty were advised to explore the idea of expanding hours for the library during intersessions. Some suggestions provided were Monday through Thursday, from 8 am to 8 pm, or 7:30 am to 7:30 pm. Further discussion will take place at the next staff meeting and confirmation of an expansion of hours will be provided at a later date.

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<b>6</b>	<b>Library Study Rooms Update – Room Usage Analysis for Efficiency and Appropriateness based on function/need</b>	Meghan would like other study rooms to be observed for use and if possible, to allow for students to use currently “restricted” rooms if they are not in use. For example, study room 208 (formerly the Adjunct Faculty office), is currently not on the reservation system, but she would like the room to be made available. With the room having limited visibility into the rooms, a couple suggestions were made to allow for student use: 1) keep the door propped open for students to use as an open study area, 2) include the room in the Online Study Room Reservation System for use as other study rooms are used, or 3) use 208 as a Tutoring Room, and place 241 or 242 (currently Tutoring Rooms) on the Online Study Room Reservation System. Meghan and LeAnn will discuss the suggestions further and will confirm final decisions with staff and faculty accordingly.
<b>7</b>	<b>Employee Portal – Referral for Behavioral and Wellness (students) Working with Disruptive Students Behaviors (handout)</b>	Meghan shared the updated handout “Managing Challenging Students, which was prepared and revised by Bailey. Meghan advised she will also forward the email sent by Carolyn Keys, Dean of Student Services, which shares information on how to refer students that faculty and/or staff believe to need behavioral or wellness assistance.
<b>8</b>	<b>Resources for the Library: \$121,000 for materials (Prop. 20 Lottery fund)</b>	Chisa, LeAnn and Meghan will work together to determine how to spend the money the Library has been granted from the Prop. 20 Lottery funds.
<b>9</b>	<b>Emergency Preparedness Week (handout) &amp; Upcoming Emergency Drill on 9/17/14</b>	Meghan encouraged faculty and staff to sign up for workshops that are being offered during next week’s Emergency Preparedness Week. Emergency drills may take place on Wednesday, September 17 <sup>th</sup> , at any time of day. No building has been specified, therefore all faculty and staff should be prepared to react accordingly if their building is chosen for a drill.
<b>10</b>	<b>Update on Inventory Process</b>	Tabled for next meeting.
<b>11</b>	<b>Technical Services Processes</b>	Tabled for next meeting.