



LIBRARY DEPARTMENT AGENDA

Thursday, May 14, 2015

1:30 – 3:00 p.m.

Attendance: Hugo Aguilera, Meghan Chen, Deb Distante, LeAnn Garrett, Christine Gerloff, Rose Higuera, Nancy Kam, Michelle Sanchez, Wendy Shen, Linda Small, Amber Sprague, and Laura Yin.

	Item	Discussion/Outcome
1	Annual Planning for Institutional Effectiveness (PIE) and internal surveys	<ul style="list-style-type: none"> Meghan mentioned that the links to internal surveys will remain open until May 29, and encouraged all to give input, even if it's in bullet points or key phrases only. She reiterated the importance of PIE and how it helped our division to achieve our goals. LeAnn added that in filling out the surveys, think in terms of what internal conditions we encounter and what solutions we can offer, if any. Meghan quoted Library getting \$31,000 from Perkins Grant as a perfect example of good planning, incorporating our needs into PIE. Meghan thanked the team for all their hard work and invited Deb to explain the grant in more details. Perkins is a federal grant to support vocational and technical education and library is the "spread-across" program. Usually, Library would request funding for material, but this year, we requested funding for e-book, subject collection, print material, media communication, law, computer science, and "films on demand", etc. Deb will send reminders in Summer to faculty regarding collection.
2	Library Extended Hours: Spring 2015 <ul style="list-style-type: none"> Schedule and coverage Therapy animals Building 9C overflow & A.S. Advertising process 	<ul style="list-style-type: none"> Division office is finalizing details on schedule and coverage, including staff assignment from IT. Custodian (clean up), Public Safety (escort) and Facilities (doors and lighting) will be notified. LeAnn is working on having therapy dogs during some hours. More information to come. Student Life informally mentioned about opening up 9C as overflow, but unsure of days and hours. Information will be included in flyer for promotion. Publicity window is 2 weeks prior, i.e. May 19. Advertising channels include printed flyers and posters, College website, Division homepage, student portal, digital kiosk, marquee, Facebook, Twitter, Instagram, and other social media outlets. 5 easels will be placed within the library to gather student comments for statistic purpose. In the past, students have voiced their need for bigger library space and quiet environment.
3	Network Printing with Pop-up Job Identifiers, June 15-17	<ul style="list-style-type: none"> Reminder to be sent to students that computers will be down the week after finals. Wireless, internet-based printing will go in place the Thursday prior to start of Summer. Ron will test with Linda and Christine to see how it works. The link will go on library web page.
4	Summer 2015 Hours	<ul style="list-style-type: none"> College and CSEA are still negotiating Summer 2015 hours. Based on past history, it would run for 8 weeks, Monday-Thursday, 7:30 a.m. – 7:30 p.m. Meghan directed classified staff to ask their union if they want an update on the negotiation status.
5	Area Updates	<ul style="list-style-type: none"> LeAnn finished uploading the files ordered by librarians. Two areas did not get uploaded or were in the wrong field. Helpdesk ticket has been opened. Deb wanted to clarify if IEALC card has access to reserve materials. Currently we have 90 cards with no such access. Linda pointed out that reserve books are placed by professors for their students, not for non-students. Team discussed the need to specify what is "off-limit" and suggested designing a survey to ask students which libraries have they used so as to evaluate the effectiveness of the IEALC card for our students.

		<ul style="list-style-type: none"> • Circulation reported that there are only two headphones. Team suggested to check with Brandy who has a box of headphones. Meghan mentioned that if there is a need to purchase additional headphones, it would have to wait for the next fiscal year (FY 15-16) in July.
6	Other	<ul style="list-style-type: none"> • June 11 – tentative staff meeting date to finalize PIE and anticipate library needs in summer.