



## LIBRARY DEPARTMENT MINUTES

Thursday, June 11, 2015

1:30 – 3:00 p.m.

**Attendance:** Hugo Aguilera, Brandy Cape, Meghan Chen, LeAnn Garrett, Hong Guo, Rose Higuera, Nancy Kam, Wendy Shen, Linda Small, Barbara Soriano, Amber Sprague, Chisa Uyeki, and Laura Yin

	Item	Discussion/Outcome
1	Library Extended Hours - Debrief	<ul style="list-style-type: none"><li>• Things to repeat: therapy animals, snacks from Associated Students, excellent escort.</li><li>• Things to fix: air-conditioning, increase advertisement (on library web page, Banner portal, College home page), security did not show up, more frequent custodian services.</li></ul>
2	Library PIE	<ul style="list-style-type: none"><li>• Library PIE is due by June 30. Meghan mentioned integrating existing and new information from surveys so as to get funding. We also need to prepare for 2018 Bond ballot and start gathering data on student needs, space configuration, technology in study rooms, quiet space, etc. PR is critical as we need major campus group support.</li></ul>
3	Summer 4/10 Schedule	<ul style="list-style-type: none"><li>• CESA has negotiated with the College on the Summer 4/10 schedule. This year the College is giving out a 3<sup>rd</sup> floating holiday to compensate for the July 4 holiday which falls on Saturday.</li></ul>
4	Summer Computer Updates re QCI Printing Configuration (June 15-18)	<ul style="list-style-type: none"><li>• Ron Bean and QCI team will revamp the network. Since there are two different setups, Ron would work with QCI to bring one more printer from downstairs, location to be determined. Bailey and Robin would come up to see how it works.</li></ul>
5	Summer Index Deselection Project (beginning June 15)	<ul style="list-style-type: none"><li>• The librarians reviewed all indexes in 2010, and again in 2014. As the children's section grows, we are retaining the New York Times, LA Times, and Readers Digest. There are 3 titles waiting for Pauline to check; then comes boxing and salvage.</li></ul>
6	Big Screen TV Installation (mid-August)	<ul style="list-style-type: none"><li>• Big screen TV will be installed on the wall across from Circulation. After installation, decision will be made to see if we should continue to put the computers below the display or move them somewhere else.</li><li>• Meghan wanted software to program the content so we can control what content we want to display.</li><li>• Hugo will work with Bill Eastman to install before Fall begins.</li></ul>
7	Library Renovation Projects Update	<ul style="list-style-type: none"><li>• Meghan reported that discussions on renovation projects would not occur until after January 1, 2016. Estimated amount is \$100,000 which did not include quiet room.</li></ul>
8	Mt. SAC Foundation and Alumni Association - benefits including library access, literacy event, bond campaign 2018	<ul style="list-style-type: none"><li>• Meghan and LeAnn met with Foundation to discuss benefits on alumni cards; suggested Foundation to remove "lifetime" benefits, but offer library access and book checkout if they are physically present in the library. Also discussed possible library events such as showcasing faculty and staff write, holding movie night, horticulture workshop, children's literacy day, etc. to engage community and to prepare for 2018 bond campaign.</li></ul>

9	Others	<ul style="list-style-type: none"><li>• Brandy announced David's retirement on June 13 and that there would be a farewell party for David on Friday, June 12 at noon in 6-222. Laura expressed her disappointment that management did not announce David's retirement. Meghan answered that such announcement would be a personal choice of the retiree, as it had been in previous cases. Meghan mentioned that she would email all to recognize David and try to attend the party if time permitted.</li><li>• YBP – Barbara reported that since purchased this year, every book has been processed except one cart left behind. Amber stated that there is no barcode left.</li></ul>
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