



LIBRARY DEPARTMENT MINUTES

Thursday, August 13, 2015

1:30 – 3:00 p.m.

Attendance: Meghan Chen, Jared Burton, Brandy Cape, LeAnn Garrett, Rose Higuera, Nancy Kam, Bill Le, Dennis Ramos, Michelle Sanchez, Linda Small, Barbara Soriano, Amber Sprague, Chisa Uyeki, Emily Woolery.

	Item	Discussion/Outcome
1	Announcements <ul style="list-style-type: none"> Presidential directive to print less, save paper 	<ul style="list-style-type: none"> Welcomed Jared Burton, new full-time librarian. Presidential directive to print less, save paper, be environmentally responsible. Debriefed active shooter training.
2	Fall 2015 preparations: <ul style="list-style-type: none"> Installation of large screens (content ideas: e.g., feature new books) Saturday coverage Informational consistency between website and print handouts 	<ul style="list-style-type: none"> Large screen project not completely finished; timing is to have all wired up and content designed in Fall. Hugo to contact Jeff George to work on content. Saturday coverage – thanks to Linda and Barbara, we have 5 Saturdays covered. Meghan stated the need to resolve informational inconsistency between website and print handouts.
3	PIE implementation	<ul style="list-style-type: none"> It is a live document because issues constantly change. Therefore it is helpful to have regular (e.g. quarterly) reviews.
4	Accreditation	<ul style="list-style-type: none"> Section II.B is co-chaired by Meghan and LeAnn. This is ongoing work to document what we are doing.
5	Library budget	<ul style="list-style-type: none"> \$151K one-year allocation. VP Instruction automatically increased that allocation to us by 20%. PAC is reviewing budget and staffing.
6	Enrollment targets	<ul style="list-style-type: none"> Enrollment rate increases slowly but for our classes, there has been a 8-15% decline. President wants to grow 5% which will be challenging.
7	Classroom utilization [222]	<ul style="list-style-type: none"> At the direction of the President, room 222 will be kept as a classroom. In general, no reservations for meetings.
8	Mt. SAC Foundation (Alumni Day, borrowing privileges, other public events in Spring 2016)	<ul style="list-style-type: none"> LeAnn is working with partners for Alumni Day, possible tour, speaker events in October and March (celebrate literacy months), and book club. If alumni check out library material, it is the same limit of 10; Alumni Association will take care of card. We need to know how the alumni card looks like and how it works. If A# is optional, how do we check them out? Discussed on whether to allow them to use reserve books – decided to try it out until problem occurs.
9	Other	<ul style="list-style-type: none"> Extended hours – therapy animal. Jared and LeAnn are finalizing report and will let them know of our interest. Snacks – consider having food brought in for Sunday (including staff). Maybe hire a food truck and have Facilities set up tables, canopies; may have to consider dietary needs as well.