



LIBRARY DEPARTMENT MINUTES

Thursday, September 24, 2015

1:30 – 3:00 p.m.

Attendance: Jared Burton, Brandy Cape, Deb Distant, LeAnn Garrett, Hong Guo, Rose Higuera, Nancy Kam, Dennis Ramos, Wendy Shen, Linda Small, Barbara Soriano, Amber Sprague, Chisa Uyeki, Laura Yin

Guests: Aida Cuenza-Uvas, Rachel Chi Pan, Anuanu Pole'o

	Item	Discussion/Outcome
1	Student Group Presentation – Arise Program	<ul style="list-style-type: none"> Chisa prefaced the Student Equity Plan, which looks at specific groups of students that are underperforming. Based on our Division's PIE to support student learning and success through LLR instruction and services, we are inviting different student groups across campus to our staff meetings to raise awareness of these groups. Aida Cuenza-Uvas, Director of Arise, explained that the Arise Program is funded by the Asian American Native American Pacific Islander Service Institutions (AANAPISI) and is especially designed for Asian American, and Native American Pacific Islander students. Eight Arise students produced a short film to tell their stories. Two of these students presented their digital stories at the meeting, followed by Q&As from staff.
2	Fall 2015 Extended Hours	<ul style="list-style-type: none"> LeAnn led a discussion on the logistics of Fall 2015 extended hours. <ul style="list-style-type: none"> Hours Wed. 9:30 - 11:00 pm Thur. 9:30 - 11:00 pm Fri. 4:30 - 6:30 pm Sat. 4:00 - 6:30 pm Sun. 1:00 – 11:00 pm Mon. 9:30 - 11:00 pm Tue. 9:30 - 11:00 pm Wed. 9:30 - 11:00 pm Staff OT or CT for staff; contact Nancy and Meghan to volunteer; decided by Meghan. Group study room Paul – change booking times in reservation system Therapy animals Linda to make contacts Sunday – Wednesday Post signs that there will be animals in the library to alert those with allergies Provide water for animals Handlers will clean up if animals shed Food truck on Sunday Let Associated Students take care of food truck – days and hours, method of distributing food, health, safety, insurance and liability issues, power supply. Boxed lunch is an alternative. Signs and advertisement Hugo – library kiosk Paul – library webpage and Moodlerooms Jared – white board College marquee, Mt.SAC home page, Banner portal, student email Flyers and handouts Edwin Romero from Student Life to help market the event Supplies from Associated Students Scantrons, pencils, blue books. Also treats and fruits to be given out only during extended hours or twice on Sunday? Suggested adding language on flyer and placing signs by food area to acknowledge Associated Students for providing food. College Services IT support – computer shut down

		<p>Public Safety – should show up when library closes and on Sunday, especially important with recent robbery</p> <p>Custodial Services</p> <p>Escort Services to cars</p> <p>Facilities – lighting on outside and parking lot to be extended beyond 11:00 p.m., extend opening of front doors, ensuring A/C is on.</p> <ul style="list-style-type: none"> • Gather statistics • Arrange for easels to collect student comments
3	Other	<ul style="list-style-type: none"> • Jared suggested having free-standing, moveable directional signs in the library to identify areas such as printing, room 238, group study room. • Reference and Circulation brought up the concern of students using Phunkeeducks, which are unauthorized motorized vehicles and should not be allowed. See AP 6750 Traffic and Parking Regulations for reference.