



# LIBRARY DEPARTMENT AGENDA

Thursday, October 22, 2015

1:30 – 3:00 p.m.

**Attendance:** Hugo Aguilera, Cesar Barragan, Jared Burton, LeAnn Garrett, Hong Guo, Rose Higuera, Nancy Kam, Dennis Ramos, Michelle Sanchez, Linda Small, Barbara Soriano, Chisa Uyeki, Laura Yin

**Guest:** Elmer Rodriguez, I.D.E.A.S. Club Advisor and alumni

	Item	Discussion/Outcome
1	Student Group Presentation – Dreamers	<ul style="list-style-type: none"> <li>I.D.E.A.S. stands for Improving Dreams Equality Access &amp; Success for all students. Elmer Rodriguez, Club Advisor, explained that the Dreamers have mostly been here since birth or at a very young age, and have considered U.S. as their home. A Dream Resource Program started in July 2015 to create more resources for Dreamers. Scholarship is currently available (posters given to library for posting). Several alumni thanked the library for its services and expressed their desire for longer hours, quiet section, more computers and printers, more reserve books, more study rooms, and in general, more space in the library.</li> </ul>
2	Fall 2015 Extended Hours	<p>LeAnn reported the outcome of a meeting with A.S.</p> <ul style="list-style-type: none"> <li>Dates and hours confirmed, December 2-9</li> <li>Staff coverage – Meghan to arrange and approve</li> <li>Faculty coverage – LeAnn to arrange</li> <li>Therapy animals – Linda to arrange around mid-November as center was busy; Sunday-Wednesday</li> <li>Food – A.S. to arrange</li> <li>Supplies (scantrons, pencils, blue books) – A.S. to provide</li> <li>Advertising – Target date tbd. We will ask Marketing to post on kiosk, marquee, portal, and social media. Chisa suggested different message, separate posts. Team also suggested Joe Mountie. A.S. will design graphics, flyers and handouts, and will print and distribute on campus through collaboration with other student groups.</li> <li>IT – change computer shutdown schedule, and provide support staff.</li> <li>Public Safety – assist with closing and provide escort services.</li> <li>Facilities – turn on air conditioning on Sunday and through the longer hours; extend parking lot and library front lights beyond 11:00 pm, change front door timers.</li> <li>Custodian – service bathrooms on Sunday and through the longer hours.</li> </ul>
3	Student Equity	<ul style="list-style-type: none"> <li>The library received up to \$7,304 Student Equity Fund through December to hire adjunct as backfill so that Jared, Pauline and Hong can work on projects related to student equity.</li> </ul>
4	Accreditation Update	<ul style="list-style-type: none"> <li>LeAnn shared that this is the first time when Library is heavily involved in accreditation. She and Meghan co-chair the Writing part, focusing on evidence, e.g. how QP, extended hours, and workshop rotation address the need of students. A draft is due on November 2.</li> </ul>
5	Division Retreat – January 29	<ul style="list-style-type: none"> <li>It will be a 6-hour retreat with the goal of planning for PIE. It will involve best practices, accreditation, what we did this year, and what we ask for next year. Examples include developed literacy competency activities, access to catalog in the stacks, online booking of rooms, need for quiet room furniture, need for one-way emergency notification system. One volunteer each from faculty and classified are needed to form the Planning Committee.</li> </ul>

<b>6</b>	Classified Schedule for November (adjustment with public desk coverage in mind)	<ul style="list-style-type: none"> <li>Classified with 4/10 shift or 47.5% time are reminded to send their proposed November work schedule to Meghan for approval. Meghan will approve/disapprove based</li> </ul>
<b>7</b>	Area Update	<ul style="list-style-type: none"> <li>Periodicals – Chisa and Brandy reviewed periodicals based on frequency of use; cut about 4-5 subscriptions, will transfer 8-9 items to online subscription only.</li> <li>Acquisitions – One title of Law code books are unpacked and will be sorted them before routing to Cataloging.</li> <li>Cataloging – Dennis completed all work.</li> <li>Headphones needed in Reserve – Brandy put order into Wendy.</li> <li>Librarians are making changes in reference items based on the source. Goal is to maintain slim reserve list while majority goes to circulation, e.g. encyclopedia of Beattles would go under Music for circulation collection.</li> </ul>
<b>8</b>	Other	<ul style="list-style-type: none"> <li>Search for Associate Dean – recruitment has not begun, estimated soonest Board approval would be in February.</li> <li>Potential move of Dean’s office to 262 with accessibility to students.</li> </ul>