LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF JUNE 24, 2010

In attendance: Miriam Bobkoff, Paula Doherty, Janet Gouin, David Kent, Carolyn Kirsch, Amy McClain, Nina Pitts

I. APPROVAL OF APRIL 22, 2010 MINUTES:
Miriam moved and Janet seconded the motion to approve the April 22 minutes as amended.

II. CAMPUS UPDATE:
We’ve been receiving updates about the construction project including the parking lot via email from Laura Price.

There are two outreach activities scheduled for the Longhouse during June 21-25:
2010 Native American & Latino/ Chicano Summer Heritage Academy.

III. STAFF SURVEY 2010:
Paula requested staff to finish filling out the LMC patron survey.

IV. REVIEW & UPDATING OF LMC AUP:

The following actions were removed:

I.A1. Design and produce a collection profile report that presents annual collection analysis;
I.B.2 Develop retention criteria for locally & commercially produced media;
I.C.1 Co-host a roundtable discussion with ABE & ESL faculty to explore ways of providing information services to their students;
I.D.1 Implement the most efficient workflow for processing new materials in the new library building;
II.C.4 Review currency of the LMC Intranet site and update accordingly in December and July. Send revisions to Paula. Paula will forward to Amy;
II.D.1 Meet w/ Emma and the art & music instructors to discuss the use of the MAC computers in the LMC and consequent management issues;
II.E.3 Implement the CMC computer & print management system;
III.A.1 Discuss CCSEQ findings w/ the First Speaker to explore ways to either (1) better assess students’ use of information resources, or to (2) identify ways to better integrate resource-based learning in the curriculum;
III.B.2 Update the LMC’s information competency plan;
III.B.3 Work with ABE & ESL faculty to explore ways of embedding information competency in the Basic Skills curriculum;
III.B.6 Implement one new initiative to integrate info literacy across the curriculum;
V.A.3 Develop one or more assessment methods for documenting the reasons current users are using the library in order to determine what percent is curriculum based—an undertaking considerably aided by the implementation of the CMS computer management system;
V.E.1 Implement a LMC staff training calendar.

The following revisions were made:

I.B.1 removed “selection and retention.”
I.B.4 changed “video” to “VHS.”

The following lead staff were added:

I.B.3--LK, MB;
I.B.5--LK, MB;
II.A.1--LK, MB.

V. REPORTS:

Interlibrary Loans [Carolyn]:
A damaged ILL book was received from the University of Puget Sound, Carolyn included a note stating we’d pay for damages and she hasn’t heard anything yet.
The policy on ILL loan charges per Paula’s approval will read under fees: students “The LMC will cover the cost of any request by a student in fulfillment of a class assignment, if the instructor approves via email or telephone.”
Carolyn finally received an overdue ILL book that was a year and half overdue.
Carolyn’s S drive disappeared and Tom has been over to look at it, rerouted computer to its own port instead of thru the phone.
There have been 47 orders opposed to 70 same time last year.
Can we ILL textbooks? Carolyn thought it’s not a good idea because they are late in returning. We may need to write a policy if it’s not already included in our collection development policy.

Reference / Instruction / Collection Development [David / Larry / Miriam]:
David requested a quote of films on demand streaming video, the company would be happy to set up a free trial for 30 days. They will send more info and a quote. David noted there are master and subject (academic) collections. Not sure of how it will be delivered. Price is based on FTEs.

Media [Dennis]:
Not present.

Circulation [Janet/Sharon/Miriam]:
Emma will be returning next Thursday.
Tom has fixed the public workstations. IT is investigating a second deep freeze for our computers.

Systems / Processing [Nina]:
There will be an upgrade to Voyager 7.1 or 7.2 for Aug. 24-26, during the break, don’t plan on using voyager at that time.

The NWEG conference was held at Big Bend CC and it was full of good information, especially for sys admin people. Dale commented he had worked with the Edmonds CC bookstore to create a new circulation policy within voyager for renting texts and packages to students for the quarter, and voyager would create and automate recall.

**Acquisitions [Amy]:**
The library budget has been spent down.
We need new book orders for the foundation funded collections; Carolyn suggested that we contact Dwight Barry for suggested titles for the environmental science collection.

VI. **OTHER:**
Miriam noted that there is a grand opening for the Heritage Center tomorrow, July 2\textsuperscript{nd}. A research collection is not available for check out.

VII. **NEXT MEETING?**
First week of fall quarter.