LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF FEBRUARY 11, 2010

In attendance: Sharon Baron, Miriam Bobkoff, Paula Doherty, Janet Guoin, David Kent, Larry Kincaid, Amy McClain, Dennis Sanford

I. APPROVAL OF NOVEMBER 19, 2009 MINUTES:
   David moved and Janet seconded the motion to approve the November 19 minutes as amended.

II. CAMPUS UPDATE?
   Dr. Keegan sent a recent email communication to the campus community regarding his application for the President’s position at St. Petersburg College in St. Petersburg, Florida. He is one of four finalists. We may know by the third week in April if Dr. Keegan is selected. If he were to leave, Peninsula College would have an interim president for about a year, and the college would continue with its mission and goals with little change.

   Technology day was on Monday of this week. It was noted that the keynote speaker was good (even if some of us didn’t approve of his message of technology in education).

   Budget news was discussed at the last meeting with the president. The budget reductions last year weren’t just for the immediate biennial reduction; there was enough of reduction to cover this year without effecting personnel. Next year may be a different scenario with the state looking at another $5 billion deficit in the next biennium. The cabinet is currently revising the principles that guided the reductions last year and will share them at the next meeting with the president. Also, the state will try to save money thru volunteer attrition, and there is a furlough bill in legislation that would cause state employees to work a reduced workload. There also may be increased federal funding for community colleges.

III. ACCREDITATION

   □ TIMELINE:
      Paula sent a draft copy of standard 5 to LMC staff for review.
      The evaluation team will be here the morning of April 26th and will leave by noon on April 28th.

   □ WHAT TO EXPECT:
      The LMC classroom will be their team room, and Amy will be their point of contact.
      Paula will make sure circ staff receives a copy of the team’s information in case they have any questions.
IV. LMC USER SURVEY:
Administer third week of February, the surveys will be color coded for morning, afternoon and evening patrons, invite (and offer chocolate) them to take this survey. Would like at least 200 responses, keep it out until we receive close to that number.

V. LODE (LIBRARY ONLINE DATABASE EDUCATION) WORKSHOPS:
David will be presenting these workshops once a month beginning Monday, Feb. 22, for four months (Feb.-May). The workshops will on Mondays from 11:00 – 12:00. An invitation was issued to faculty, anyone is welcome, (some faculty have even told their students).

VI. REPORTS:
   Interlibrary Loans [Carolyn]:
   ILL requests for the month of November totaled 92.  (November 2008 totaled 60.)
   ILL requests for the month of December totaled 10.  (December 2008 totaled 6.)

   Nina has posted thirteen Interlibrary Loan procedures on the Intranet website.  There are approximately four more procedures to update.

   Carolyn included a copyright statement for staff to review. It is from Saint Joseph College, and was included with a pdf article. Adapting something similar to use when we forward pdf files to our patrons would eliminate having to type a copyright statement in every email.  This will be tabled until our next meeting.

   There has been a change where outgoing packages are delivered.  All packages except freight/UPS/FedEx go to Kristi Borcher’s office. Kristi says if there are just a few packages; put them in a hanging container on her door.  If there are more than four packages, call Mike Edwards and he will pick them up.

   Reference / Instruction / Collection Development [David/Larry]:
   Larry noted that there are more people needing help in the evening, mostly history students.

   David discussed his recent OPAC search regarding the Salem witchcraft trials. He noted that when he used the basic search it resulted in 20 items found. When he used the advanced search, it didn’t generate the same results (not as many). Maybe there are too many parameters involved; the basic search seems to be most effective.

   David noted that ebooks have been very confusing for people; they have been difficult to explain or to develop enthusiasm. David said this will be addressed at one of his LODE workshops. It has been difficult this past year dealing with ebrary, but now they have a uniform reader which is much more user friendly. Miriam has noticed that patrons in the library are not interested in ebooks, she thinks they are accessed mostly by home users. David noted that when he shows patrons the added features in the ebrary reader, they seem more interested. It was decided that we need a handout for ebrary.
Instruction: there have been one or two classes a week, which is a normal amount for Winter quarter.

**Media** [Dennis]:
We now have cable in the library; we just got the feed setup yesterday. It is setup so there is an option to have cable at both the carrels and the classrooms. Dennis will make the individual connections; he said it will be easy.

**Circulation** [Janet/Sharon]:
The printer is double charging still and it has been happening more frequently. The status will stay the same until the end of the quarter because IT staff will reimage the public workstations during the quarter break.

The study rooms fill up fast and they have to be policed several times a day. A patron was using the computer in meeting room B. It was suggested that the computer be put on a cart and then be moved (and available when needed). This has already been confirmed with Nina and Janet will work on this tomorrow.

**Systems / Processing** [Nina]:
No report, Nina is out.

**Acquisitions** [Amy]:
The Journey to Planet Earth DVD series has been ordered and was purchased with donated funds from the environmental sustainability collection via Schacht-Aslani.

**VII. Other:**
A Mac mouse has been stolen from one of the Mac workstations. It was suggested that we disconnect the remaining mice and put them in zip lock bags with the barcode label and distribute from the circ counter.

David noted that we will need a writer in residence display. It was suggested that we use the cover image of Tim McNulty’s books and make a display with those. Dennis said he could scan them and help with the display.

**VIII. Next Meeting:** Thursday, March 18