LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF DECEMBER 12, 2007

In attendance: Sharon Baron, Paula Doherty, Janet Gouin, David Kent, Carolyn Kirsch, Amy McClain, Nina Pitts, Dennis Sanford

I. APPROVAL OF NOVEMBER 14, 2007 MINUTES:
Under Interlibrary Loans, Carolyn suggested adding “and” after policies in the first sentence.
Janet motioned to approve minutes as amended. The motion was seconded and passed.

II. CAMPUS UPDATE:
President Keegan had mentioned in our monthly meeting that Linda Nutter and Mike Sims are retiring.

III. CONSTRUCTION UPDATES (DOES ANYONE HAVE ANY?):
Dennis said that Deb Frazier is going to set up a tour of the new Library for LMC staff after the first of the year.
Nina will speak to Jerry and Steve about including additional catalog only computers in the new library to be located in the corners.

IV. RUTH KIRK DONATION:
Jeff Mauger indicated he would deliver two boxes of Ruth Kirk’s books to Paula yesterday. Paula will have the books moved to A-12 to be cataloged. It was suggested to let JoAnne know that if she has duplicates that they should be set aside for Jeff. Also, Jeff will need the list of books donated, and Nina volunteered to generate a list by acquisition date.

V. EMERGENCY PREPAREDNESS (UPDATE?):
Dennis asked what we would want to cover for emergencies, should it be general or specific (earthquake, tsunami, fire). Is vandalism an emergency? Should this be compared to the campus plan? Paula suggested covering major categories such as, bomb threat, earthquake, and fire. Since we have a subcommittee for this so we should move forward and identify major areas, and it’s not meant to be comprehensive for all disasters.
Nina and Carolyn attended the defibrillator training this week. Some people on campus will be given a key that will access the defibrillator which will be locked behind glass (on the wall) in the Pub. Nina would like to arrange training for all library staff.
Also, the library is going to receive a new CB radio to contact support services.
VI. REPORTS:

- **Interlibrary Loans [Carolyn]:**
  Carolyn reviewed statewide cataloging with OCLC through the Washington State Library, and noted that there is going to be three purchasing phases; phase 1 will go to groups that subscribe to three OCLC services, phase 2 for groups that subscribe to two and phase 3 for groups that subscribe to one. WSL received $200,000 to implement this process. Paula asked when this began, and Carolyn thought July 2007.

- **Reference and Instruction [Gail / David]:**
  David went to the UW on Monday, Dec. 10 to attend the Quarterly Library Instruction Roundtable. The meeting began with the presentation of three demonstrations, which included screen casting of both product and concept tutorials, a video of a library catalog concept tutorial, and services for remote and online users. David posted the full report on the Peninsula College Blog (http://www.pc-library.blogspot.com/). David’s behind the scene report is; the library was wireless everywhere; people were using Apple laptops; there was a coffee shop inside the library, and there was a 40 inch TV perpetually displaying books and call numbers.

- **Media [Dennis]:**
  It’s really quiet now. Dennis said he’s taking photos tonight for the BAS program.

- **Circulation [Sharon / Janet]:**
  We just recently had a circulation meeting. There is a new telephone procedure that includes a number of steps to set up a new message. You can only record one additional message; there is one main (personal greeting) message and an optional greeting one. Nina has a copy of the procedure at home so she can leave a message when the campus is closed due to inclement weather. Also, Janet is nearly done with the pit purge. Janet will be in over the break to check in periodicals and newspapers.

- **Systems /Processing [Nina]:**
  Because of the recent IT request mailer email, Nina asked if anyone had computer related issues that needed to be addressed during the break. Instruction had requested that we upgrade our workstations to Office 2007 (mainly for BAS students) but, Paula didn’t think there was a need. Nina also spoke with Allan in the computer lab and he doesn’t think student use has increased in the lab. Nina spoke to Annie Carver and they now have direct access to our databases at the Forks site.

- **Acquisitions [Amy]:**
  Paula and Amy will review the total cost for e-subscriptions purchased by the BAS acquisitions budget that are up for renewal this year. Since
there’s less money budgeted for BAS acquisitions this year, the Library could possibly pick up some of those costs. David sent Amy a list of books to add to the order list, which he will prioritize.

VII. WINTER QUARTER MEETINGS?
January 16
February 20
March 13
Paula was scheduling for the 3rd Tuesday of each month but looked at 2007 calendar instead of 2008, she’ll email a new list of dates.

VIII. INSERVICE PRESENTATION ON EBRARY (THANKS, DAVID!)
David used a PowerPoint presentation for the in-service and distributed a hands-on exercise for staff. David noted that ebrary is coming up with a new reader that is java based that works with all web browsers, and is scheduled to be released in January.

Other:
Paula noted that the Foundation is interested in doing a fundraising event for the grand opening of the Library.