LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF MARCH 18, 2009

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

I. Approval of February 19, 2009 Minutes:
   Under Campus News, passage changed to read, “…there have been layoffs amongst classified and exempt staff, and part-time faculty. Notifications occurred on February 17 and 18. Out of respect for the individuals involved, the names of those who were laid off will not be published.”
   Under III, first sentence changed to read, “The library alarm system that is located in the shipping/receiving room…”
   Under Systems/Processing, ninth sentence changed to read, “There are new signs in study rooms stating, ‘Before using study room, please sign up at the circulation desk.’ ” In tenth sentence, remove the word “them” after “signs”.
   Under Acquisitions, final sentence, “by” changed to “from”.
   Nina moved and David seconded the motion to approve the February 19 minutes as amended.

II. Campus Update:
   Dennis met with Tom to discuss whether the all-campus end-of-year celebration would be held this year, and if so, what form it would take. Tom felt it is still important to honor people for their achievements. However, due to this year’s difficult circumstances, it would be better not to take the humorous approach of past events. While there will still be a PowerPoint presentation, it will be primarily informational, and highlight the positive news on campus.

   In a departure from previous years, there appears to be a week-long gap between spring and summer quarters. The college spring schedule shows the last day of classes as Friday, June 12. But according to the academic calendar on the Human Resources page of the PC Intranet, summer quarter’s first day of classes is Monday, June 22. In previous years, summer quarter began on the Tuesday following the final Friday of spring classes. Assuming the 2009-2010 schedule on the HR website is correct, would the LMC close to the public during the week between the quarters? Paula will verify the correct dates.

   There is still momentum behind the 4-day instruction week approved by faculty, but there will probably be at least two departmental exceptions. Nursing and one or two additional departments (e.g. welding) will remain on a 5-day week. The Forks and Port Townsend sites will also stay on a 5-day week schedule.

   ITV courses may present a challenge for the people who tech them (primarily Dennis, and Kathy Davies). There is likely to be an increased demand for sessions, and some of the older equipment is not working well.
In news relating to staff reassignments, Evelyn Short will assume responsibility for the IBEST (Integrated Basic Education Skills Training) program. Jackie Jardine-Moore will now have oversight of both the Forks and Port Townsend sites. Jackie will also be responsible for the class schedule. Cindy Sero will work with her, assuming those schedule responsibilities formerly assigned to Trisha Plute.

The process for generating the schedule is moving exclusively to instruction. A LEAN consultant will review the processes associated with producing the quarterly bulletins, with the goal of streamlining the process where possible. LEAN is a production model designed to increase efficiencies, decrease waste, and use empirical methods to determine what matters versus assuming prior practice is necessarily the best practice.

III. **Discussion:**
David presented a draft selection criteria for cyberlinks proposed for the LMC website. There was a question about whether the testing of links for “link rot” was the responsibility of a prospective site. David said yes, that we wouldn’t want to link to sites that don’t regularly test the links on their site. The selection criteria will be included in the collection development policy document. David also proposed retention criteria for locally-produced and commercial videos in the LMC collection. It was suggested that the criteria “currency of content” be added to the category of appropriateness of content; that the word “being” be removed from the category of potential usefulness, and that “or for other illustrative purposes” be added to that same category.

Carolyn and Janet presented a proposed checklist for processing gifts and donations. They recommend we add the checklist as a supplement to the gifts and donation procedure. They also recommend that the receipt form for donors accompany the checklist. The checklist will circulate for everyone’s review, and be discussed at the next staff meeting.

IV. **Reports:**

**Interlibrary Loans [Carolyn]:**
Carolyn and Nancy are still cross-training on periodicals. This area is complicated to order, because many libraries’ holdings are electronic, and unavailable for loan. The copies may only be accessible to the library that owns the title, and they won’t loan to others due to copyright restrictions. It has been time-consuming to find a willing source for some requests.

It was noted there seems to be no place on our web site to for a patron to cancel an ILL request if an item is no longer needed. Paula asked if the email address ill@pcadmin.ctc.edu still exists. If not, we should reinstate it.

There were 52 ILL requests in February, making a total of 100 so far this quarter. Some new faculty and staff names are represented, although it isn’t always clear for statistical purposes whether the instructors are full- or part-time.
David mentioned that we sometimes receive rare books. One book received for a patron through ILL was listed on amazon.com for $1000!

**Reference and Instruction [Gail/David]:**
David commented that his class has finished, and he is now doing conference and grant activities. Gail confirmed that evening activity seems slower now that the quarter is almost over, although Sunday evening was busy.

Paula gave early warning that the accreditation site team will be on campus April 26-28, 2010. They may need to use the LMC classroom for the team room, since campus space will be limited due to scheduled removal of several buildings preceding construction of the new Maier Hall. This visit will mark the second full-scale review in two years; it is necessary because of the new BAS program.

**Media [Dennis]:**
Dennis is going to set up L-16 to function as the fifth ITV room. There has been more demand for ITV due to meetings and short-term courses, such as one recently offered for power plant operators. Otherwise, activity is typical for this time of year.
Dennis noted there is a digital version of ITV available. It uses high-definition equipment with large plasma screens, and is very nice. However, the cost of $20-25K may be prohibitive.
Paula suggested Dennis might talk with Sharon Kline about possible grants for communications technology, which may be available through government stimulus package funding. We will continue to encourage the inclusion of a library component in National Science Foundation grants.
Dennis noted that two polycom systems, primarily used for instruction, will soon need to be replaced, at a cost of approximately $5,000 per system.

**Circulation [Janet/Sharon]:**
At the last circulation staff meeting, it was noted that use of LMC computers by non-student community members seems to be increasing. There was a suggestion to place a message on the initial acceptance screen, informing patrons that non-students’ time is limited to 30 minutes. However, the computer/print management system will allow different usage times to be set for each patron group, which will solve the problem. We would like to implement the system as soon as possible, while allowing enough lead time to adequately inform users it is coming. Steve Baxter said a necessary piece of equipment required for the implementation has now arrived. In the meantime, though, a recent power failure has affected campus systems and required redirection of IT efforts. Paula will bring up the topic with Steve and Deb Frazier again next week. The funds for the system have already been invoiced, but we should stay aware of progress so the funding remains allocated for this purpose.

It was observed that when there is a campus power outage, access to the library databases seems to stop. It was speculated this may be due to the outage affecting the EZProxy server.

Carolyn noted that special cleaning needs to be done in and around the periodical reading area. Paula will ask what the expectations are of custodial staff. We are aware that current staff
members have been assigned additional duties in the wake of layoffs. Gail talked with Rob about some of the additional tasks that needed attention. He was able to do some, but not all.

Many thanks go to Dennis for installation of the bulletin board in the copy room, the coat rack, and the LC classification schedule in the stacks. Nina and Paula also extend special thanks for his help with the locking glass cabinet.

Maintenance has asked if there is room in the LMC basement storage room for filters for the LMC furnaces. Dennis has identified a space where the filters can be stored.

Staff asked if David would do another ebrary in-service session. He will, and will combine it with instruction on the use of resources from NetLibrary and Oxford University Press. He also plans a session for instruction administrators.

**Systems / Processing [Nina]:**
Nina talked with Emma about the use of Public Browser and Deep Freeze on the research stations, and the possibility of removing them so they don’t interfere with applications like ebrary. Emma said other campus computers, like the ones in the computer lab, use Deep Freeze. For security and other reasons she recommends the library continue its use. The public browser is no longer necessary, and in fact has now been removed from all the stations at LMC request. Emma noted we might consider allowing students full rights of installation, since Deep Freeze will restore all settings during the night. However, staff believe this could lead to disruptions in service for users, who might find an altered desktop or new/problematic application. This could also lead to additional staff time spent helping to solve the problem.

Nina recommended we change the name “Borrowing Resources” to “Loan Periods” on the LMC website, and relocate the link. It would now fall under “About the LMC”, and be located on the same page as “Hours” and “Facilities”. As before, it would link to our circulation times. After some discussion about what name might be most descriptive, it was decided to call the page “Loan Periods” and relink as suggested.

**Acquisitions [Amy]:**
No report; Amy is gone this week.

**V. Other:**
No other business.

Next scheduled meeting: April 16, 2009.