LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF FEBRUARY 19, 2009

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

I. Approval of January 15, 2009 Minutes:
The content under sections III and V needs to be switched. Under Media in the second sentence add “to” after starting.
Janet moved and Gail seconded the motion to approve the January 15 minutes as amended.

II. Campus News:
Paula noted that 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 Out of respect for the individuals involved, the names of those who were laid off will not be published.

III. The library alarm system that is located in the shipping/receiving room has had many false alarms recently which makes a chirping sound when activated. It is part of a fire alarm loop that interacts with the campus alarm system, including the L building. The L building alarm system has been broken and is triggering ours to have false alarms; maintenance staff said they are waiting to get parts to fix it.
Rick Croot showed Nina how to turn it off, there are three buttons on the control panel, do not touch the one on the left labeled fire, you can push either the middle or right button (whichever is flashing) to reset it. The control panel is located in the IT room next to copy room. Rick said he would try to provide a temporary key for access. For future false alarms, let Nina know and she will contact support services. It was noted that if this happens to Gail during the evening, she should call security and leave a voice message for support services.

The main doors of the library are not fixed. David Wegener said there is a sagging header now above the doors. One of the problems is that the hardware installers found the hardware didn’t quite fit and made some adjustments to the connectors. Now that they have been malfunctioning, new hardware is needed and is ordered for future installation. David W. said the doors are working enough so that we don’t have to padlock the doors.

The heat harvester is not completely fixed. Support services staff receives a report from the heating system and Walt noted that it has recently shut down a few times. Nina has given Walt our schedule so he knows when we need the heat on, he has it set to begin heating at 5 a.m. so it’s warm by 8 a.m.
Our custom built cherry furniture is beginning to show some signs of damage; Janet has a strip that came off of one of the computer carrels. There are dings and gouges in the remaining furniture. We will need to be in touch with the company again, Nina will inquire about a warranty and she will pass on the information to David Wegener.

IV. Reports:

**Interlibrary Loans [Carolyn]:**
Nancy worked in ILL for a couple days testing procedures that have been written. She has learned to return loans, and respond to conditionals. New procedures have been written for: entering books, CDs and videos in Voyager’s circulation, receiving photocopies and returning an ILL. Carolyn will train Nancy on requesting renewals during Winter quarter.
There have been 48 requests in January.

**Reference and Instruction [Gail/David]:**
David commented that he has been giving orientations to more English classes recently. ACRL is coming up in March, which David is attending.
David has a LSTA meeting next Friday at Bellevue Community College.
David noted that he counted more people at the carrels last night.

**Media [Dennis]:**
Dennis is meeting with Nancy East today to help the Foundation set up a display, computer and projector for a presentation tonight in the science/technology building.

**Circulation [Janet/Sharon]:**
Paula said thank you to Circ staff for doing the patron surveys. Paula noted that we should keep handing them out until we have 300 completed surveys. Janet commented that students noted that under question 5 there isn’t an option for degree with transfer as one of the choices, it was suggested to include academic transfer degree as a choice. It was decided to leave out transfer because it is not important for our data. David suggested changing the order of the answers for question 5.

**Systems / Processing [Nina]:**
Nina is working on policies and procedures. She has removed most of the links to them on the Intranet for repair. However, the links are still active to ones that are used the most. They are not dated any longer, should we include the last updated date? It was suggested that the date be manually inserted in the top right hand corner. There is an issue with the table of contents; all the procedures do not fit into easily-defined categories. Nina asked if we want to retain the category called assessment-based criteria, or rename it. The procedures in this category should be reviewed. There are new signs in study rooms stating “Before using the study room, please sign up at the circulation desk.” Janet suggested that we put felt underneath the signs to keep them from scratching tables.
A patron had asked where the Library of Congress outline is when David was doing his tour. We will have to look at the poster and wall surface in the library to see where it can be displayed.
could post it on one of the floor stands.
Nina distributed overlays (she received from Shawnee Hathaway) for people that have reading
disorders (ex. Dyslexia), and they come in various colors. It was decided that for checkout, each
sheet can be in separate, bar-coded envelope.
David asked about the OCLC holdings upload, Nina noted that Edmonds hasn’t done theirs yet,
and we are following them.

**Acquisitions [Amy]:**
We have put in an order for eBooks that were donated by the foundation. Collections purchased
from NetLibrary are: personal finance, recession-proofing, accounting & finance, business,
international business, management & leadership, marketing & advertising, Canadian first nations
and environment & sustainability. Collections purchased from Oxford University Press are:
economics/finance, political science and business/management.

**V. Other:**
The Faculty Senate has approved a four day class week for next year. The administration has not
made a decision yet. The four day class week had commendable attributes and the administration
supports it but we’re not ready for a four day institution work week. Monday was chosen for the
non class day, due to most of the holidays falling on Mondays. The idea is to test the four day class
week next year and then maybe test the four day work week the following year.

It was noted that the patrons like the lights on the tables.

Paula hasn’t heard anything yet regarding an update of the installation of the print management
system (she asked for an update last week).

Paula suggested that we remove deepfreeze and public web browser from our public computers,
due to the issues related to ebrary.

David noted that you have to click four times before you can get into the History Resource Center.

Paula, Nina and Amy are working on a web page for the foundation donated collections.
Hopefully we’ll get that up and running soon. Currently we are waiting to get names to display the
donors.

The next meeting will be moved to Wednesday, March 18, because of a cabinet retreat.

Suggested changes to the criteria and video policies should be sent to David.

On the LMC website we should think about where “**Borrowing Resources**” would more
appropriately belong. We should also think about changing the name to be more descriptive.