

CHC Library Staff Meeting
August 18, 2011

Staff Present: Laura Winningham, Sam Job, Vickie Sowers, Elizabeth Mealey, Stacey Fullwiler, Catherine Hendrickson

Facilitator: Raju Hegde

Meeting Opens

I. Review of First Week

R – when printer issues occur, inform advanced copy AND Tech services; macs print to b/w only. Is printing working today?

E – Working today, but we have a call in to have them looked at.

L – I counted the number of people we had in yesterday and it was 158 people.

R – How do we keep a count?

L – Turnstile count.

S – I'll do a weekly count every Friday. Last year we had 5,000/week. Didn't do it over summer

II. Periodicals

R – We'll have one more chance to review periodicals, then we'll submit the order.

E – Right, then we'll have an opportunity to decide if we want them to start in January or November.

C – Is there money in there for e-books?

R – Not from that budget, but we'll have to look at cost and then see what's in the budget.

Next year we should look at what's being used and not used, and maybe we can cut something and maybe look at e-books or an e-book database.

S – what are e-books?

L – they're new books that are online and they're electronic for students to read.

C – The ones I'm talking about are not new books, they're non-fiction on different topics that students can use as a resource.

S – how many are there?

L – Depends how many you want.

S – do we keep them for one year then and then give them back? How do you know they're there?

L – They're in the computer in the in the collection and people search for them and use them.

R – Soon as you get the periodicals list, take a look and turn it around within a couple days so we can get these ordered. We want to send this list around to faculty for final approval.

E – We did add one, McSweeney's, and Eastmond and ?? were familiar with that.

III. Communication with Faculty

R – Don't have much here, Stacey are the other ones still up there?

S – Wilson blah blah

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E- We need to be able to update the Wilson page so it only shows Art and Omni
R – Let’s contact them about that. Create a link just to Omnifile so students can choose between the two.
S – Who’s contacting Wilson?
E – I’ll do it.

IV. Weeding results and the Ps

R – still feel like we have a lot of mass-market fiction, can we get rid of it?
L – a lot of it was donated, so . . .
R – well, I feel like we have 1,000s of those kinds of titles, and I think we could get rid of some.
S – we’re talking PRs, PRs?
E – Fiction
R – Yes, I went up there and looked and I feel like we could pull some stuff.
C –Is there a way for us to see what’s been checked out or not?
E/S – we did that and we had hundreds of pages of books that had never been checked out.
R – okay, so we all read mass market books, but there are some that have some staying power that would add value to our collection.
E – and if we’re going to be purchasing, we need to look at Pulitzer prize winners, etc.
L – Nicholas sparks is an example, students at low reading levels like those books. Harry Potter
R – okay, so let’s look at award-winners, let’s look at statistics and
S – one of the things we did before, Vickie was checking if there was only one of something, then we discarded it, but if there was a whole series of someone, then we kept it.
R – things that circulate heavily, things that are important to the genre, take a look and we should keep those. If that can be something we do over the next few months.
S – so only the romance novels.
R – no, everything P – PZ
L – well there are four carts of books upstairs, so if the LTAs could begin withdrawing those—they said they could do that.
E – They’re in Vickie’s office, so maybe she could do that.
L – but you’re LTAs too, so you could do it.
E – Right, but she could, too.
S – We need the work to be equitable.
E - We’re a little overwhelmed with a lot of other duties right now.
S – So you want us to pull more books?
R – Well I just didn’t see many books that were pulled from the collection.
E – There are maybe a hundred books pulled, but if you walk the stacks, there are 3 or 4 times that many that could be pulled.
C – I was thinking that upstairs where there are couches that it would be nice if there are some books that people could sit down and read away from everything else.
S – Well, we’re almost done going through the collection, so we’re done with the Ps and we’ll move on to the Ss and Ts . . .
R – Right, the PZs, we have a great children’s collection
L – We have a great children’s lit collection thanks to Betty and myself and Vickie shopping at the Frugal Frigate for years, and Katherine Thomerson.

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V. Staffing, Work Hours, and Student Workers

R – we have 225 labor hours in the library, between staff and librarians, and we're open for 56 hours per week, so if you evenly distribute the hours, that's almost 4 people here all the time. And if you add in 7 student workers, that gives us a lot of coverage. I'm getting a lot of questions about why we close at 8. So we need to talk about a change in library hours to maybe accommodate some of these requests—we've got Laura who needed to arrange some time until 9.

C – And you're just telling me this now? Is this going to affect my hours?

R – I just assumed you wouldn't want to work them.

C – But according to California Code, there needs to be a librarian in the library all hours it's open.

R – actually it just needs to be a certificated faculty member, so the evening dean would be appropriate. So let's start thinking about revisiting the library hours for spring, not that we'll change for spring, but we need to start thinking about being so flexible.

E – I remember why we changed—Rebecca had me do door counts at 5, 6, 7 and 8 and it was decided that there were so few students that it wasn't worth it.

R – Well let's just think about it, if we want to change in the middle of the semester, we can, but that's awkward.

C – can we have everyone, the librarians, the staff, each work a late night?

R – that's something we can talk about, but I don't really want to assign people schedules, so let's all just have this conversation and come back and talk about this at our next meeting. In the past, we've scheduled librarians as one block of people and the LTAs as a block of people, but there may be some flexibility there.

VI. Library Hours

VII. Any other business

L – Several people, these are not criticisms, but concerns: Fall Hours signs

S – I can do that

L – Letter to staff/faculty exhibit cases

R – I have something for that

L – Stacey's in charge of that, so I don't know if you want the letter to come through her or

R – Catherine can you do that? Have them respond to you?

L – The librarians need to write a letter

R – I've been asking Mike Bedoya to put some art on the walls downstairs and he hasn't done it yet, so I've got Snezsna with a student who wants to do a special project, like a large canvas. So maybe we can have something like that in the library, with students putting up some art. But we don't want stuff that is distracting, we want stuff that will enhance the library environment. I've asked Mike, Snesna and Jessica to come over and take a look . . . There's some other art upstairs right?

E – Some Scientology posters . . .

L – Cheryl Bardowell has our \$25K painting, the bullfighter by DeGrazia and she said she'd bring that back to us.

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R – E-mail me the information and I'll contact Cheryl about getting that back.

L – Reserve collection – the staff, for the librarians are having a hard time finding stuff because it's not by subject

R – If you want it different, then the librarians need to be the ones to make the changes—you need to relabel, you need to make the changes in the computer, and you need do all the work yourselves.

L – Do you want me to bring up the other changes in Millennium, Sam?

New Business TBC at later date

Meeting Adjourned 11:24 AM