

Librarians' Meeting Minutes  
February 11, 2020, 2:30 p.m. – 4:00 p.m.

**Present:** Lana Wong, Seth Daugherty, Linda Martin; Barbara Sproat; Alice Ho

AGENDA ITEM	DISCUSSION	ACTION
Chair/Co-chair positions (All)	<b>Seth</b> has been selected interim chair of the Library Department for the Spring 2020 semester.	<b>Librarians</b> to elect department chairs for the 2020-2021 academic year. Due Friday, March 13 <sup>th</sup> .
Spring assessment activities (All)	The <b>Librarians'</b> decided to move forward with the Online Reference Assessment and the Building Survey to be completed by the end of the Spring 2020 semester. The Online Reference Assessment will be created in Survey Monkey and a link to the survey will be sent to students who participate in the reference chat (dates and times to be determined). We will also look over the latest building survey. This has been emailed to all librarians. Alice also mentioned a Primo usability survey. This has been tabled until the Fall 2020 semester.	<b>Librarians'</b> will review the Building Survey and be prepared to discuss at a future meeting. <b>Seth</b> will begin creating an Online Reference Assessment survey in Survey Monkey.
Reference stats: Gimlet (All)	<b>Alice</b> recommends we implement Gimlet ( <a href="https://gimlet.us">https://gimlet.us</a> ) for reference stats, as this product is from the same company that owns the legacy software we are running now, and it seems to do everything we want. We have decided to research Gimlet further and to explore other options. It will also be important to contact classified staff to get their input.	<b>Librarians</b> to review Gimlet and research other options available for reference stats.
LTS (All)	<b>Linda</b> created a packet of job description samples to aid in the process of finding a long-term sub systems librarian. She suggested the packet be placed at the reference desk for everyone to review and that librarians add job descriptions to the packet as needed.	<b>Seth</b> will put the systems librarian job description samples at the reference desk and will speak with Aaron about the timeline for the LTS position. <b>Librarians</b> are encouraged

		to add job descriptions to the packet.
Choice Online (LW)	<b>Lana</b> reported that Choice Online ( <a href="https://www.choicereviews.org/home">https://www.choicereviews.org/home</a> ) is available on campus. For off-campus access, librarians will need to create an account on campus. Once the account is created, they will be able to sign in remotely. We will continue with the Choice print subscription for one more calendar year.	
Workshops on demand sign-ups (LM)	Completed.	
Showcase sign-ups (LM)	Completed. On Wednesday, February 19 <sup>th</sup> <b>Linda</b> will be presenting at 11:15am and <b>Barbara</b> will be presenting at 1:30pm.	
LSP (AH)	<b>Alice</b> reported that she is still working on the EZ Proxy. Students can access ProQuest, GVRL, eBooks and Gale however there are still issues with EBSCO articles. IT will install a host file to the proxy page to resolve the issue next week.	

Printers (AH)	<b>Alice</b> reported that most computers should be networked to the new printers. If there are issues it is recommended to restart the computers, more than once if necessary. When the computers are restarted the drivers for the printers should be installed.	
Annual Plan 2019-2020 review (All)	This has been tabled until the next meeting	<b>Librarians</b> to review the Annual Plan before the next meeting.

The next Librarians' meeting will be held Tuesday, February 25, at 2:30pm