

Librarians' Meeting Minutes
 May 13, 2019 3:00 pm – 4:30 pm

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

AGENDA ITEM	DISCUSSION	ACTION
1 Summer Workshops – Procedure and Contacts	Linda Martin will send an email to faculty, telling them we will be offering four workshops on demand this summer (citations [three styles]; Finding Articles). She will email Librarians a procedure as to recording and assigning requests, with contact information for each Librarian.	Linda will email info to faculty and the procedures and contact information to Librarians.
2. Print Periodical List	<i>Transworld Skateboarding</i> has ceased publication. The publisher will substitute <i>Men's Journal</i> until the subscription for <i>Transworld Skateboarding</i> expires (Dec. 2019). Alice Ho distributed browse stats. The Librarians debated whether to add an additional title, depending on budget. Barbara Sproat shared three titles: <i>Thrasher</i> , <i>Surfer</i> , and <i>Outside</i> ; the Librarians recommended subscribing to <i>Outside</i> .	Barbara will pursue acquisition with Chris Gilson.
3. Printer Update	<p>Alice shared notes* from a meeting with Minolta on May 6, 2019. A contract has not been drafted yet; waiting for approval from IT. Librarians agreed that it would be preferable to have wireless printing installed at the same time as general printing, rather than having installation done in phases (see #3 in meeting notes). Issues of training, procedures, and troubleshooting were briefly discussed.</p> <p>*see Minolta meeting notes at end of document.</p>	Alice will continue to update us as to the status of the printers and wireless printing.

4. Ranking Signature Program Events	SCC has identified "Signature Programs" that highlight what SCC has to offer. Promotion of these signature programs occurs on a regular, rotating basis. On the strength of this, "Signature Program Events" have been added to the rotation. Barbara (as Senator) circulated a list of events and asked Division members to identify their top six events to be promoted initially. The list needs to be returned to Barbara by 12:00 pm, Monday, May 20.	Barbara will collate the information and report to Senate.
5. Hiring: Position Description	Barbara initiated discussion about a position description if we were able to hire another Librarian. We need to begin discussion now, as the timeline next fall is short. Librarians had been asked to bring job announcements from other institutions that had been distributed earlier in the semester. Various talking points were pursued, and Lana Wong led an insightful discussion on the future of the SCC Library and trends in librarianship and information delivery and how they impact service and student success. Two major points emerged: we need to focus on outreach to other programs on campus and we need to emphasize the importance of instruction .	Further discussion will be ongoing.
6. Fall Schedule; Extended Hours; Substitute Librarians	Dean Voelcker has no new information; he shared previously that hopefully there would be news by mid-May (perhaps later this week).	

7. Contacting Joe's Family re Attendance at Ceremonies	The Faculty Recognition Committee has asked for our help in contacting the family concerning their attendance at the award ceremony on May 29 and graduation on June 6. We were also asked whether we had any input as to Marilyn's comments (script) at these events.	Lana will contact the family. Librarians will contact Marilyn if they have any input.
8. End of Semester Potluck	The Librarians discussed the traditional end-of-semester potluck. They recommended Tuesday, June 4. Input will be sought from the classified staff.	Barbara will solicit input from staff.

The next Librarians' Meeting will be Monday, May 20, 2019, 3:00-4:30 pm

*Meeting with Minolta on May 6, 2019:

Attendees: Elizabeth, Sean, Alfonso, Tony, Alice, Theresa

1. CCC Foundation has renewed contract with Minolta recently.
2. Examples of the integration of Minolta and GoPrint: City of Corona Library and City of Upland Library
3. At Corona, the installation was in phases. The general printing was set up first, the wireless printing was rolled out later.
4. Parallel running of old system and new system is possible.
5. Card reader will be replaced by screen on the Minolta printer
6. Student can only see his own job
7. Two printers/copiers will be set up on the first floor to provide Black/white/ color
8. Question about the price per printing
9. Questions about Support: call IT or call Minolta
GoPrint Admin module can be installed on one of the staff computers for staff to monitor the printing
10. Alfonso wants to set up a Zoom meeting with GoPrint and Minolta to discuss technical issues
11. The contract has not been drafted yet; waiting for the approval from IT
12. Theresa said the process to get started should be faster since the payment doesn't require PO