

**LIBRARY ADVISORY COMMITTEE**  
**A Subcommittee of the Academic Senate Governing Council**

**MINUTES**

Tuesday, October 17, 2017, 4:00-5:00 p.m.

**Location:** 18-206

Present: Janet Black, Jesenia Diaz, Kamram Eftekhari, Sarah Mangin, Teresa Morris, Michelle Mullane, Elnora Tayag

Meeting called to order at 4:05pm

**I. Information Items:**

- A. Institutional Planning Committee Report (Sarah Mangin): LAC members are encouraged to explore the [District's Strategic Plan](#) and provide feedback
- B. Library Report (Elnora Tayag)
  - Overview of Library activities for Fall 2017, including extended Dead Week and Finals Week hours (open until 10:00pm, and the last bus leaves at 10:25pm); personnel news; Spring Pipeline (CCC Maker Grant \$100,000); Website redesign (after Library faculty and staff weigh in on the redesign, faculty and students will have a chance to give feedback about the interface experience)
  - Explanation of Annual Resource Requests: FT Reference and Instruction Librarian :: First Year Experience Librarian; Classified Library Support Specialist; Equipment and Instructional Materials; Facilities (including Furniture); Other resource requests currently not funded
  - CSM Library Snapshot: includes total service desk hours/wk: F17 112.50 with 7pm closing (compared to previous 128.50 service hours/wk with 9pm closing); this information should support request for new faculty positions to provide more availability to students, especially those taking night classes

**II. Discussion Items:**

- A. Division Survey Results: we will continue gathering this information, pulling detailed information for Library purposes, and more impressionistic narrative summaries for the Academic Senate report.
- B. Funding poll application site licenses for instruction and integration into Canvas: we need buy-in from divisions to centralize this kind of resource, including iClickers, through the Library. We will return to this topic when Paul Hankamp is present.
- C. Goals for 2017-2018: In our next meeting this semester, we will look at an early draft of the Library's strategic plan, which will inform our work during the spring semester.

**III. For next time:**

- A. As soon as possible, send Sarah Mangin brief numerical and narrative summaries of the Division Surveys.
- B. About a week before the next LAC meeting, Elnora Tayag and Teresa Morris will send the committee some background materials about college libraries in the twenty first century, community college libraries in particular. Please read these materials in preparation for our discussion next time.

- C. Elnora Tayag asks that LAC members observe how other libraries are using their spaces effectively or innovatively.

Meeting adjourned at 5:00pm

**Next Meeting:** Tuesday, November 21<sup>st</sup> 4:00-5:00pm in 18-206