

Remote Librarians' Meeting Minutes
 April 28, 2020, 2:30 p.m. – 4:00 p.m.

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

AGENDA ITEM	DISCUSSION	ACTION
Gimlet Update (AH)	<ul style="list-style-type: none"> • Theresa has the quote and is processing the invoice. • Gimlet will not be live until July. • The cost is \$35/month. 	Theresa will process the invoice.
Policy on faculty requests for streaming video purchases (LM)	<ul style="list-style-type: none"> • Faculty have been requesting videos in various mediums • Some cost upwards of \$600 - streaming can go into the thousands / subscriptions • Can we use the DVD money? 2k this past year? (check with Theresa) • Can DVD money be spent on streaming services or are they specific to faculty requests? 	<p>Seth will check with Theresa about how DVD money can be spent to support faculty curriculum. Seth will add this to Program Review</p>
Curriculum (LM)	<ul style="list-style-type: none"> • Both courses have been launched • Only save as a draft in eLumen • The DE addendum is in eLumen as well 	<p>Librarians will review courses INFO 100 and INFO 103 and Seth will then approve/submit courses in eLumen to advance them in the CIC workflow.</p>
Kanopy/Swank streaming video trials (All)	<ul style="list-style-type: none"> • Librarians have been trialing both Kanopy and Swank which are competing steaming video services for academic institutions. • Kanopy and Swank have different coverage and subscription models which will need to be discussed more in the future if we decide to subscribe to one of these services. 	<p>Librarians to reach out to interested faculty to possibly participate in future database trials. Librarians will need to discuss these two</p>

	<ul style="list-style-type: none"> • It was suggested that the Films on Demand subscription be cancelled to move forward with another streaming service and faculty who use FOD will need to be informed in advance to prepare their curriculum for future courses. • In the future trials will need to include interested faculty. • Need future revenue steam or augmentation for this providing streaming video. 	streaming video services in future to determine their value for the faculty and staff.
Cranium Café / SpringShare (All)	<ul style="list-style-type: none"> • Alice mentioned that Cranium Café does not allow 2 chat messages simultaneously. The librarians agreed this feature is a requirement for remote reference chat. • Look into SpringShare for our chat – The current chat service renews in July 	Barbara will contact Susan at SAC to ask about SpringShare pricing and features. Seth will look into a SpringShare trial.
Fall reference schedule (All)	<ul style="list-style-type: none"> • Librarians decided a separate meeting is necessary to determine the Fall reference schedule. • Seth is still waiting on adjunct availability to help inform decisions. 	Seth, Barbara and Linda to discuss reference schedule in a future meeting. Seth to report adjunct availability as soon as possible. Seth to map out adjunct availability in reference desk schedule.
FARSCCD Rep Meeting (LM)	<ul style="list-style-type: none"> • FLEX form discussion - some departments have already been asked to turn in their FLEX form - make sure you have your FLEX form completed as they are due soon. • Some faculty wanted their online certifications from other districts to count as fulfilling SCC's requirement and don't want to complete SCC's teaching online certification. Scott James contributed to the discussion as to the necessity to complete SCC's certification. • Hiring – All hiring is frozen including administrators, faculty and staff. According to Chancellor Martinez, SAC did have a couple of positions that 	Librarians to complete their FLEX forms by the date provided by Jessica .

	<p>were at the finalist stage and those positions will continue to completion. All other SAC and SCC positions that were not at that finalist stage were placed on hold.</p>	
<p>Upcoming Academic Senate election (BLS)</p>	<ul style="list-style-type: none"> • Scott James is willing to serve as IELLSS Academic Senate Representative for the next term. 	
<p>Library homepage content (All)</p>	<ul style="list-style-type: none"> • Linda created a sketch drawing to improve the library homepage layout and to better highlight important student resources during the COVID19 quarantine period. 	<p>Alice to make discussed changes to the library homepage.</p>
<p>Database renewals (All)</p>	<ul style="list-style-type: none"> • Librarians decided not to make any changes to the current databases subscriptions for the next fiscal year for the following reasons: <ul style="list-style-type: none"> ○ LSP search is not using all metadata to find relevant articles ○ There was not enough time to trial ProQuest packages and other services before the subscription renewal due date • Linda recommended that faculty be surveyed before removing databases. • James Wisner leaving in July. Consortium will hire a new person. 	<p>Seth to start trials of ProQuest packages, SpringShare packages and others as needed to determine the 21-22 fiscal year database offerings.</p>
<p>JoVE Science (All)</p>	<ul style="list-style-type: none"> • The library does not have any extra/supplemental money to purchase JoVE Science, which has been free to trial during the COVID19 quarantine period but is expiring soon. 	<p>Seth to explore options to subscribe to JoVE Science in the future. Barabara to notify vendor and discuss options with Denise Foley.</p>

Chat survey (SD)	<ul style="list-style-type: none"> • The chat survey is live through Survey Monkey • Seth recommended providing the link to the survey at the end of a remote reference chat session. 	Seth will create a canned message that includes the link to the survey.
LSP & CDI (Central Discovery Index) (AH)	<ul style="list-style-type: none"> • Alice reported that the Central Discovery Index (CDI) will replace Primo Central Index (PCI) to manage physical items and electronic resources in Primo. The enablement of CDI will start in May. The month for switch over depends on the survey results from all the community college libraries. • This should improve search capabilities and results list in LSP. 	
Collection development (BLS)	<ul style="list-style-type: none"> • Barbara reported that the collection development funds will be spent by the target date. 	
Adjunct activities (SD)	<ul style="list-style-type: none"> • Seth asked if adjuncts have been given or are in the process of completing assignments on the remote reference shifts. • Linda and Alice had both given assignments to adjuncts. 	Linda and Alice to report back on completed assignments given to adjuncts.

The next Librarians' meeting will be held Monday, May 11 at 3:45pm