

**Note:** The minutes will have to be approved as written.

## **MINUTES OF THE LIBRARY MEDIA CENTER COMMITTEE MEETING**

October 18, 2006

The meeting was called to order by Carolyn Langston.

Attending were: Ann Southall (AS); Adrienne Lawrence (AL); Donna Hendricks (DH); Francis Kuykendall (FK); Susanne Wache (SW); Carolyn Langston (CL).

Absent were: Jay Glass; Phillip Eichman.

Guest attendees were: Dean Inman (DI), Casey Martin (CM), Dr. Thomas Quinn (TQ), Scott Andrews (SA).

FK handed out a list with the business of the day:

1. Student photo ID
2. Library hours
3. Development of a future library services plan
  - a. needs analyses
  - b. information literacy
  - c. assessing library performance and service
  - d. strategic plan

### **1. Student Photo ID**

The discussion was opened by TQ giving a rendition of the case history regarding college procedures for student photo ID generation and the need for it.

The SACC ID card is required by students in programs who have clinicals. Ex. Nursing Transfer of the photo-ID-making-service was suggested to go to Cathy Lehw. It was suggested to make it a multi-function card. An attempt was made to identify members of the college in need of such a card:

DI, CM, FK, AS, in addition to OTA, PTA, RT, and Nursing.

DI answered that the college has about 1350 students at present. Of these, about 1000 would need a SACC ID.

SA suggested that others are in need of such a card.

SW added that online courses require a standardized system to make sure login works flawlessly – students are presently confused by all the different ID numbers- and that there is no mistaking of family members with similar names at the time of taking the final test.

FK suggested to have the transfer of this responsibility done by January '07. SA suggested to first identify ID-making-systems and followed this statement by suggesting summer '07 as a target for the transfer of this responsibility which was later specified as June 30, 2007.

FK reiterated that the problems are the cost and time expenditure of servicing circa 1350 students through the library.

Alternatives for such an ID-making-system were discussed by AS, DH, SA, CM, and FK. In the process, SA, in his capacity as 'financial officer', added that the transfer of this ID-making-system to CM could be facilitated. It was not seen as a problem to buy a photo camera for CM.

TQ suggested that there are short term and long term issues to be solved.

In the final rounds of this discussion, CL, SW, AL joined in.

CL summarized that the issues surrounding the library responsibilities had been clarified particularly with respect to the ID-making-system becoming too involved for the library to find time and resources for library services in addition to the ID-making-services. FK stated that Thomas Johnson's expertise was needed away from the ID-making service.

TQ added that he would aim at next week, week of 10-23-06, for setup of an upper-level single purpose meeting that would bring in all stake-holders.

It was stated that DI had priority regarding requesting ID-making-services.

TQ, SA, DI, and CM left.

CL recommended the setup of an upper-level committee to decide on procedures for an updated ID-making-system. The discussion ended by stating that a move to another department in the college was to be done latest by June 30, 2007, and that the present card-making-system could be kept until such time.

DH moved to have procedures in place by June 30, 2007, that would make it possible to make student IDs elsewhere on the college premises being aware that Thomas Johnson is needed in the smart rooms and has little time available for other duties. It is recommended to move the responsibility of the multifunction-card-making-system from the library staff to another department after procedures and new systems have been evaluated and policies and procedures have been published. It was further recommended to consider the involvement of three SACC entities in this project: Carl Blake, Cathy Lehew, Randy Jerry.

DH made the move. AS seconded it.

The motion passed unanimously.

## 2. Library Hours

FK explained the reasons for changing library hours from :

Library Hours-Fall 2006

Mon. - Thurs. 7:30am - 8:00pm

Friday 7:30am - 5:00pm

Closed Saturday

Sunday 1:00pm - 5:00pm

To: Library Hours-Spring 2007

Mon. - Thurs. 7:30am - 7:30pm.

FK recommended to change the library hours for two reasons:

- 1) utilize staff more efficiently when needed in the earlier library hours of the day
- 2) require less staff in the later library hours when few patrons of the El Dorado community, but not the SACC students are using the library. This change is to be in effect for Spring 2007.

CL summarized that the committee members concurred with the recommendation. A letter of the meeting minutes will be sent to Dr. Quinn that would inform him of the recommendation and for approval of the recommended Library Hours.

## 3. Development of a Future Library Services Plan

FK suggested that a library service plan for '06-'08 needs to be discussed.

DH suggested to have surveys done by Debbie Hagen-Foley for library consumer groups (library patrons, SACC students).

DH further suggested to have a survey done regarding best photo IDs for SACC.

Susanne Wache

10-19-06

FK suggested that committee members prepare suggestions for the next committee meeting regarding 2006 Library goals.

Let the minutes reflect the recommendation that the committee is working on a future library services plan that should start ASAP and cover a two-year-period.

DH made the motion to adjourn. AS seconded it.

The meeting was adjourned.