

# Library Advisory Committee Meeting

**Date:** Oct 5, 2020

**Time:** 2-3pm

Meeting called to order at 3:02PM

**Location:** Zoom

## **Attending:**

Johanna Bjork

Angela Meek

Jennifer Gardner

Mercedes Pearson

Charles Addo-Quaye (arrived at 3:45)

## **Meeting Minutes**

Library Director Report:

- Usage is down, there are fewer staff, moved to a smaller service model.
- No reference desk area. Reference/Circulation combined, and is now behind plexiglass.
- Senior staff member out at desk at all times, with one student worker.
- Guarina Grullon's position (Librarian) has been cut; position ends June 30, 2021.
- Don't need a mask for study room use, students can eat in study rooms because it's an enclosed space.
- Library is closed to the surrounding community; only open to LC faculty, staff, and students- must have ID to enter; Community can still do ILL through Lewiston City Library, other city libraries.
- School teachers can come in to get curriculum materials; must have school district ID. (This is due to library contract.
- Capped at 45 students, excluding writing and Spanish lab.
- 11 study rooms now; adding 2 more for spring '21- modifying the microfilm rooms to accommodate student use.
- Research appointments are by phone or Zoom primarily; students prefer in person; might be setting up the library classroom for research appointments. Students have to distance themselves in the room, and wear a mask.
- Handling Student Use during midterms and Finals
  - we could increase a few more students if there's a need
  - no midterm or final study events
- Library is trying to do more socially distant, relaxing/destresser activities for students:
  - Oct 14: social distancing bingo 6-8pm event
- ILL items are quarantine for 3 days
- Laptops and hardback books are wiped down
- Any items that can't be wiped down go into quarantine for 3 days

- Removed 7 shelving units from the first floor, mostly government docs and reference; most are moving online; have to make the docs available to other agencies for 45 days before the library can dispose of them; reduced the reference collection- outdated, not relevant; a lot of it moved upstairs; moved DVDs onto shorter shelves; created a lot more space to move tables and increase social distancing for students
- Nursing Accreditation Visit:
  - Johanna helped them prepare documents; accreditation visit went well

**Angela Meek gave an update for e-Learning next:**

- She met with Guarina to give Canvas and Snagit overview so Guarina can update library trainings; Guarina has made several new videos that are posted on the Library webpages
- e-Learning reports faculty are overall very satisfied with Canvas and prefer it over Blackboard
- Students also report in general being much happier with Canvas, especially the Canvas mobile app

**Jennifer Gardner, TED Faculty, gave an update after Angela:**

- She personally has been teaching her students about the new Library protocols and use, but most faculty are focused on how to do Zoom and meeting students' Zoom needs
- Not much has come up from faculty regarding the Library

**Mercedes Pearson gave an update from IRE after Jennifer:**

- Johanna said Mercedes provided her with excellent data that allowed Johanna to determine purchases and pending reductions
- IRE hasn't had to make many changes since they're not a direct student service department; LC will administer SCEs entirely online for all future semesters; pilot in 2019 and sp 2020 and both were positive; paper responses at 50%, online at 59% during the pilot

**Johanna discussed Library budget and spending**

- Reduced by budget 60K
- Cut the standing orders; these could be put back in later
- Had to buy a new copier, took several months due to ordering issues related to covid 19; found a used one to save the college money
- Updated some English writing citation books

**Angela asked about student computer use in the Library:**

- Student access to computers is reduced; central computer stations are spaced out every other chair
- Laptops are getting tons of use
- Erica Allen got a Foundation grant and is providing laptops to the Library for student check out
- Jennifer Cromer is working on setting up hotspots for students to check out; laptops and hotspots are delayed due to covid

**Charles Addo-Quaye gave an update from DONSAM faculty:**

- Canvas is going well for faculty, faculty like it
- Reported that faculty felt the training was been successful and helpful during the transition to Canvas
- Faculty don't currently seem to have questions about the Library

**Johanna discussed Library website changes:**

- Covid-19 link added to the home page as an additional place for people to find this information
- New Library Tutorials- link on the slider
  - Updated by Guarina; short and to the point, with closed captions; hosted on Youtube to track views

**Meeting adjourned at 3:58pm**