# Library Leadership Council

# October 22 – 23, 2018

# Big Bend Community College

## Monday, October 22, 2018

## Present: Present Online:

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| --- | --- |
| Jennifer Patterson (Edmonds) | MaryAnn Goodwin (CC Spokane) |
| Jennifer Dysart (Green River) | Candice Watkins (Tacoma CC) |
| Tim Fuhrman (Big Bend) | Lynn Kanne (Seattle Central) |
| Andrew Tudor (Wenatchee) | Gerie Ventura (Highline) |
| Leslie Potter-Henderson (Shoreline) | Jeff Martin (WSL) |
| Erica Coe (Olympic) | Cheyenne Roduin (Renton Tech) |
| Christie Flynn (Pierce) | Greg Bem (LWTech) |
| Aryana Bates (North Seattle) | Amy Kelly (South Puget Sound) |
| Mindy Coslor (Skagit) | Stan Horton (Grays Harbor) |
| Jesus Mota (Columbia Basin) | Wade Guidry (WACTCLC) |
| Howard Fuller (Whatcom) | Jess Thompson (SBCTC) |
| Melinda Harbaugh (Lower Columbia) | Boyoung Chae (SBCTC) |
| Julie Nurse (Centralia) | Samantha Hines (Peninsula) |
| Tammy Siebenberg (Yakima) | Korey Marquez (Clark) |
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## Colleges not represented:

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| --- |
| South Seattle |
| Cascadia |
| Clover Park |
| Bates |
| Walla Walla |
| Everett |
| Bellevue |
| Bellingham Tech |
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Zoom Link for day 1: <https://zoom.us/j/795996106>

The regular quarterly meeting of the Library Leadership Council was held at Big Bend Community College and was convened at 12:30pm., October 22, 2018. Chair Melinda Harbaugh welcomed the council. The Council was welcomed by Terry Leas, President of Big Bend Community College.

## **Approve summer 2018 minutes:**

Minutes approved.

## **Standing Reports:**

### Treasurer’s Report (Tudor)

AT - We have balance $3720.83, expenses of $1837.70 from Lower Columbia meeting, current balance $1833.13 will cover this meeting. Will be sending out notices for this year’s dues.

### Library Council (Kanne)

LK – No meeting held since March. Next meeting Nov. 13, 2018.

### Washington State Library (Martin)

JM – Newsletter “For your Information” from WSL, took a break but is back with fall 2018 edition. Should be quarterly. We have finalized the contract with Newsbank and it is open to CTCs. Just received another grant for Washington Digital Newspapers – will be adding more content and changing platforms. Pilot program at correction centers to provide additional services to incarcerated (ILL and articles to support coursework of inmates). We have 2019 federal funding and hope to receive award in December. We have 2 new employees. Jeff is headed for retirement on December 31st and this will be his final meeting with us.

### eLearning Council (Bates)

AB – Sharing workplan goals from 2018-19 plans *(see document on agenda).*

Instruction Commission (McClendon) – 2018-19 Work Plan – Suggested changes from IC

MH – Instruction commission’s feedback on our workplan was that we were trying to do too much and they would like us to focus on fewer things. Tomorrow we have time to work on this. Everyone look at the workplan with IC’s notes so we can all talk about changes to our workplan. Do we all want to work on it together or break into groups? Sounds like we start together then break into individual groups.

### IT Commission (Tudor) –

AT – I did not attend first day of meeting, second day was a CTClink report. Updates from state board – developing a technology strategy and a new technology plan. CTClink is still going on. These will all fit together. I see library integration on the technology strategy group important. The group needs more voices at the table – would be a good time to volunteer on this group.

MH – Mark sent more info that isn’t on agenda – it’s about the App Store idea. Report talks about strategic technology governance and App Store governance.

AT – Strategic technology governance is that there would be a process in the system for people to bring forward ideas and products to be looked at. The Primo project was a test to see if the process worked. Mark Jenkins thinks App Store idea would work well so that colleges can pick and choose from a vetted set of vendors and products.

MH – Mark Jenkins has asked for 3 members from LLC to participate in the App store governance group. If you are interested, let me know as I have more information. It is a way for us to have more of a voice in this process.

CF – I have a CTClink question. Pierce is going in next wave of CTClink and we have questions around things like FERPA and patron loads. How do think about the challenges and opportunities. How can we make it easier and how does CTCLink play with ALMA.

AT – There is very clear governance structure on the program. I am just getting in my role and can still make contact with communications manager and see who on the project is working on the library side of things.

CW – I had contacted Kitty at Clark so we could follow their experience as they migrate to CTCLink. Kitty says to check back from time to time, they don’t foresee any problems but would be good to pick their brains.

WG – A couple comments about PeopleSoft and Alma – patron loading is primary integration point. It will be different with PeopleSoft. There are already good working examples of getting PeopleSoft to talk to Alma. We will have good examples to use as a path to implementing patron loads. Also with PeopleSoft, there are ways that user records can be extracted. None of our institutions will be going live until 2020.

### CLAMS (Keys)

LK – I sent a message last Friday to the listserv announcing a voting period starting today. We are assuming we will get 2/3 majority vote. Leadership team is working with attorney to ensure all is legal and money is handled responsibly. Vote will go out to CLAMS listserv. There won’t be any dues asked for CLAMS and we think everyone will agree with WLA merger. We are encouraging directors to consider an institutional membership to WLA. The free memberships with WLA are to give to administrators or friends of libraries. We assumed every library leader would purchase a WLA institutional membership that would cover their librarians. That was our mistake. Each CLAMS member is supposed to pay their own WLA fees. The WLA invitation allows for $20 for first year to see if they like it and then can renew for full fee according to their income.

TS – My understanding from WLA would also be given to administrators and librarians if we chose to.

LK – yes, you can give those extra memberships to whoever you choose. It isn’t assumed to cover fees for your librarians.

HF – As we look around the room, in practice we all had listed our faculty librarians in those WLA memberships. I don’t know that anybody else included outside people. It is an important piece of the message from WLA.

LK – WLA says those membership are flexible and open, but our conversation was that our librarians are more accountable for their own membership.

TS – Numbers of extra memberships is based on budget.

LK – We have been operating under the assumption that people will be paying for themselves.

CF – What is the cost for an individual librarian membership?

LK – based on your income (for me at my level is about $70 a year). We were concerned this would be cost prohibitive for our members which is why the first year introductory rate is helpful.

MH – need to clarify – the CLAMS listserv is being maintained, correct?

LK – the listserv will continue either like it is or under a new WLA platform. The technology where it lives might change.

Adult Ed/CBS/AEAC (Coslor)

MC- Link on the agenda takes you to documents. Big focus by state board on looking at everything with equity. Last meeting in summer we talked about equity and this time we completed an exercise on equity. Was pretty impactful with people talking about own experiences. System-wide we want to be looking through an equity lens. There is a new 3.0 student achievement initiative that will weight points earned more accurately through socio-economic status and under-represented populations. There will be added incentive for colleges to move that equity benchmark. We looked at enrollment in basic education and the different demographics. Almost 47,000 students state-wide in basic ed and broke down further by demographics. Priorities for the coming session are competitive salaries to attract and keep staff, Guided Pathways will continue to be a strong effort, Funding to expand enrollment in high demand programs and also looking at funding for capital projects. We had a presentation from Career Connect Washington and about the need to increase apprenticeships at high school level and dual-credit programs. Development of a new commission/council/board to look at needs and aligning K-12 with colleges and universities. There was not the biggest support from those at the table. Much discussion around liability of H.S. students in apprenticeship programs. Another legislative push about student aid funding.

AT – the idea of giving certain populations more SAI points sounds like – expect more? Is there funding that goes along with that?

MC – this is performance based funding and high touch gets more results which gets more funding.

### HF – Do any of us either work with AASL (American Association of School Librarians) framework or local High schools/universities to align on a library level? Around Readiness. Any preparation they need in HS or middle school to help library skills or information science. How does your program on your campus build from where HS students enter?

MC – We work with Western as we try to create a credit library class that will be accepted at WWU (and that students would get financial aid).

## **Break**

## **SBCTC Reports** (Jenkins, Thompson, Chae)

### MJ (SBCTC) – Written report submitted

MC – bullet number 3, I would like to know more about responsibilities to library technologies. I think of us more than library technologies and I wonder if the name change for eLearning how that changes our interactions or how we are perceived.

JT (Accessibility) ([link in agenda](https://docs.google.com/document/d/1NUXy63PL6TH3hSn8aeHSxvmbwKgtRi4dYBHKFWqE0EM/edit)) – Main update that I just made is for the Stem-centric Accessibility 101 – this has been requested by many and we developed it with a consultant. Added a link to the public facing course. It is very heavy on math equations and formals. I will be adding some practice activities in the near future. This is unique and curious to see how it will be received well by faculty. There is a large problem with art and theater faculty – I could use help engaging those faculty who think it isn’t possible to have students in their classes who have vision or hearing disabilities. There is just very little engagement. I would like to identify areas or disciplines where we can focus on making those courses accessible. I can’t be the subject matter expert in every field, but try to engage your faculty in all areas to take the training and to rethink their learning outcomes with a social justice lens. We are moving more towards badging for accessibility and it will take time and focus. My hope is to relaunch accessibility trainings in winter with badging. New Access360 grant cycle starting with fall convening next week. All but one college is using Ally in Canvas.

AB – Will there be another round of Access360 after this round?

JT – depends on what is going on in the whole system, cannot commit right now.

MH – It is wonderful what you are doing with the redesign for Accessibility101.

BC (OER) – BC campus in Vancouver hosts Cascadia Open Education Summit and they asked if we would be willing to collaborate on the next summit so we are beginning conversations with them. Washington folks are encouraged to attend and SBCTC will cover registration. DOE OER grant – in order to apply for the grant we needed to be an institution that admits students, which SBCTC is not. There will be another round of 5 Million with same focus that might come in the next couple years to enhance OER. Because of the size of the grant, it might be tough for some of our colleges because of paperwork, grant compliance and tracking, manpower to administer, etc. Patty Murray’s office asked for modification in the grant language and send a letter of concern so that SBCTC could be considered at the table. Individual colleges can apply for the grant, but we want SBCTC to be able to apply on our behalf. The legislative session is coming – if you see bills and have concerns, reach out to me.

## **OER Update (Watkins & Fuller):**

HF – report linked to agenda. We launched open-ed conference list. It is just open ed resources and events that we link to. Greg will continue to work on Open collections project. One thing in our bucket list is to capture some campus case studies (even if a LOEL grant). We have state-level reports but need On-the-ground/at our colleges reports. Would like to instate some OER professional Development opportunities

## **WACTCLC Updates (Flynn & Guidry)**

CF – Met this morning and here are our updates: Conversation about Yakima Valley College and wanting to include Grandview campus into Alma/Primo. We will have a conversation with ExLibris to understand the implications of those needs. Tammy and Jennifer will join the executive committee meeting. Tim is looking at pricing. We talked about Leganto, Pierce will be moving forward with Leganto to link Alma and Canvas. I don’t think there are other colleges interested at this time, but reach out if you are. Possibly this summer we will have a joint LLC and eLC meeting to discuss Leganto. Wade linked the electronic resources overview document. We have 3 takeaway’s – 1) there are other consortiums out there so do some research to see how they are leveraging group buying power. The exec committee will take data to Mark Jenkins to see where there might be gaps in our thinking and another group will look at streaming media and what leveraging we could use. Also discussed our common integrated library solutions – What would our scope of work be if we moved towards a commons library system. Was nice to have a group of people to represent all our libraries.

## **IPEDS Data and Alma (Bem & Guidry)**

GB – IPEDS process to be fairly subjective and hard data points are open for interpretation. We have the ability to run a report to pull some of this data. Would like a discussion on how we submit IPEDs data and how we account for our resources. At Eluna there were a couple presentations on IPEDS data from other institutions and consortiums. Other people are trying to create a uniform submission of the data. It is interpretive the first time and then remembering how you did it is important to retain and being able to reflect on your libraries resources.

CW – I think it would be nice to have a shared understanding of the different categories mean. Some fields have drastically different reporting based on our interpretations.

CR – How is this data used and by whom? How is ALMA a help?

WG – There is nothing out of the box that ALMA does for IPEDS, but there is a data dashboard I created in ALMA that could be helpful (only for institutions running ALMA). In community reports Analytics, any institution can share their reports (/Shared Folders / Community / Reports / Consortia / WACTCLC / IPEDS WACTCLC).

CF – Is the question how each of our institutions get to our numbers or interpret?

MC – IPEDS changes their definitions sometimes too.

GB – I would love to know how you all come to interpret your data.

LPH – this conversation could help us know better what to count.

## **Action Items for day 1 (Roduin):**

1. Everybody look at the workplan with IC’s suggestions so that we can all work on it tomorrow. Look at **Planning Session Notes** and also look at **WorkPlan Suggested changes**
2. Melinda will ask Mark Jenkins more about bullet #3 and the “library technologies” section.
3. Howard will send message out through CLAMS to solicit OER and OE stories from colleges.
4. Greg Bem will send out a note to see if folks want to continue the conversation about IPEDS/ALMA.

## **Library Tour**

## **Adjourn Day 1**

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| Christie Flynn (Pierce) | Jesus Mota (Columbia Basin) |
| Aryana Bates (North Seattle) | Jessica Koshi-Lum (AiA) |
| Howard Fuller (Whatcom) | Korey Marquez (Clark) |
| Andrew Tudor (Wenatchee) |  |
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| Candice Watkins (Tacoma CC) |  |
| Jackie Ray (Walla Walla) |  |
| Cindy Walker (BA liasison) |  |
| MaryAnn Goodwin (Spokane) |  |
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| --- |
| South Seattle |
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| Grays Harbor |

Zoom Link for day 2: <https://zoom.us/j/171035694>

## **Convene (Harbaugh)** –

## **Disposal of Weeded Library Materials (Bates)**

AB- My understanding is that this has been a subject of discussion at LLC previously, but with new deans and directors it might be good to talk about again. Can we sell weeded books? My understanding is not really but maybe – what is feasible and what are others doing?

MC – History = we used to have to get permission to weed. Used to have to run a public notice in the newspaper to see if someone wants the books before we sell. My business office wants us to keep a tab of how many items we sell/$. XXXX listen again.

JR – Our institution had to donate back to the foundation (when I was in Oregon).

CW – I thought there was a difference between surplus and discard. If it was surplus we would need to go through more steps, but discards were easier.

CF – I remember this from a couple years about with Better World Books.

JN – we ended up with a donation of 3 truckloads to Better World Books. When we discard we have to actually shred our books – Cannot put in a dumpster intact. This is a college policy. I am allowed to take items to the local correctional institution.

CW – we sell on an Amazon account and keep track of the income generated.

CF – We had a book sale and had to have a way to charge tax – new this year.

JD – maybe we get something written (Process) that is agreed upon by all our colleges.

CW – I wonder if with the migration to CTCLink that business offices will be more streamlined.

EC – We cannot handle a cash register so we can’t do a book sale. We have a free library that people can take from.

TS – We used to do Better World Books, but we had to stop because couldn’t go with just one company.

GV - this is what the customer service person at the Department of Enterprise Services emailed to me last August 2017: Please recycle and track the books at your location. If you wish for further detail please let me know.

MC – can I make a motion: Tammy is the person who has the legal background and could we offer suggestions and have Tammy try to craft something that we give to the state board asking them to come up with a single way of doing this. I move that we appoint Tammy to help us craft an ASK of the state board to establish a law that will streamline and articulate a disposal process that allows us to sell, donate or dispose of weeded/discarded items from our collection.

 AB – in the case of selling deselected materials, we need it to show that the funds filter back into some library budget/funding stream.

EC – the law we are looking at says basically anything that is surplused (not just books) goes through this process.

AK - We should probably do some research about what other state cc's do?We have a separate budget line too - it's funded professional development, Kanopy, library events, etc.

MC – We should think about if this opens a can of worms we don’t want.

JR – it is more important to have a relevant collection. If we could have a “Friends of the library” that would handle the book sale, that might be a work around.

AK – I suggest we craft language where we tell them what we want to do and give them choices, but we are giving the answer as we ask.

CF – this is a good time to establish relations with our Foundations as a vehicle for helping with this.

MH – Deadline for a draft from Tammy before winter meeting – Mindy, Leslie and Jennifer D will help Tammy

TF – does this have to be a law or is this more of a policy?

MC – not sure of the process and it might have to wait until next year/new cycle.

## **WLA Conference Proposals (Coslor)**

MC – WLA accepting proposals for spring conference. Now with disbanding CLAMS and with the AiA work going on, it is a good time to get our librarians engaged.

TS – The WLA conference coincides with the OER conference in Vancouver BC

GB – The Cascadia conference – LWTech will be going to that, but we are also interested in presenting at the WLA conference. The WLA experience from our perspective, there were not many CTC librarians there (a handful), but a bunch of university and public librarians were there. Many of the sessions didn’t speak directly to CTC libraries. Heath and Elena did a great presentation about canvas modules for library instruction. Good experience overall.

CW – poor timing to have these scheduled at the same time. I support CLAMS decision to join WLA.

JR – XXXXX Bookstore had a contract with an outside vendor

HF – XXXXX

## **BAS Rubric (Bates et al.)**

AB – Present best practices rubric and we would like to get this rubric approved so we can present it to the baccalaureate council for approval.

CW – TCC Library is very involved in BAS programs. We are designing library programs that accompany each BAS program. In 2.E.3-meets standards, I would like to see more strategies. Actually it was added later so all good. XXXX

AB – my understanding is the intention of the rubric is to make clear from our perspective, in order for the institution to meet the standards, this is what is necessary from library.

MC – This is the one area we can say there are accreditation standards and rigor that the libraries can assist with

CWalker - They are really starting to look at the library resources and what did you say you were going to do compared to what you are doing. This is an attempt to make sure the college sees how integral the library is. This rubric helps shine light on the rigor that is necessary in BAS programs.

MC – CTCs XXXXX

HF – as a state, we have not had a conversation around the integrity and needs of the 4-year degree.

CWalker – I presented a draft at the spring IC meeting. Once that document is approved, it is going to come up through Assessment, Teaching and Learning conference.

AB – would it be possible for us to see that draft before ATL?

TS – There are some references in 2.E.3 with question marks referring to the level of courses.

EC – changed to “support 300-400 level courses, programs or program-related general education courses.”

HF – 2.C.6 speaks about library faculty

CW – XXXXX

MH – this is wonderful and the timing is perfect.

AB makes a motion for LLC to accept this BAS rubric, Howard Fuller second. The intention is for this rubric to be presented to IC and BLC XXXX

## **Break**

## **AiA Report (Goodwin & Koshi-Lum)**

MG – 10:10am Summarized all the mini-grants we funded were completed on time and reports were submitted to Jessica. Teams filled out a reflection piece that will give us good data. Jessica did a great job of setting up meetings and checking in with groups. Our two outcomes were the workshop in December about using Assessment and the implementation outcome was about applying what they learned to a project. The outcomes were reflected in the work we got back from the teams. We could have had 1 additional grant project to come out to a zero balance, but we spent almost all of it. $50,000 is the amount of the upcoming award for this year. Collaborating with instructional faculty led to good results both ways. I sent the State Library a summary and abstracts of the projects. Moving into the 2nd year we have a symposium scheduled for November 2, 2018 and previous groups will briefly share their projects and we have 2 UW folks for keynote and end the day with proposal invitations. Aryana has done a great job with the rubric and we have revised the proposal based on what we learned the first year. Proposals due December 4, 2018 and hope to have decisions out around end of December, giving 2 full quarters for the work to complete.

MH – my 2 librarians had a great experience and connected with Institutional research folks. We received an accommodation in our accreditation visit based on the work done in this grant.

EC – we worked with English faculty and they have created a group around the library and are building new partnerships and embedding in 100 level courses.

JKL – Successful grant. I met with each group 2 times. Fall research symposium is coming up with 50 people from across the state and 2 keynote speakers from UW. The flash reports will be great.

MG – 2nd year grant proposals – we are looking for follow-up proposals or new proposals. We probably have funding for 7 proposals, depending on what they are asking for. I will send something out before the research symposium next week and will get talked about at the symposium.

MC – what is the timeline for completion of projects?

MG – I don’t know. The bigger issue is dealing with the financials through Samantha and Peninsula College. Maybe we set First week of August for due date.

AK – we had rubric questions from last year so we created a rubric that corresponds to the proposal and goals in the AiA program.

MG – our main concern is that this could be a competitive grant process and we are looking for high quality proposals. We don’t want to make the process unclear with undue barriers.

## **Best Practices for meetings (Watkins)**

KW – no matter how you attend (physical or virtual), we are all equal and important contributors and attendees. Not just one size fits all. Examples taken from Oregon Libraries Association. The best practices for physical and virtual attendees is important. Good practice to introduce yourself, try to show your face/video. Zoom and the Owl cameras have made things better. Everybody should remind selves of best practices.

MH – cameras are always best.

Greg Bem and Cheyenne Roduin would help Candice with a best practices for LLC.

CW – each year we roll over best practices and each meeting we can do a reminder.

EC – name badges in front of ourselves would be good.

AK – sometimes it is hard to find a time to speak so it is nice when the moderator turns to online folks for some space and time.

GB – Aryana has been summarizing in the chat which has been helpful.

CR – make best practices top of the agenda for winter meeting.

## **Leganto (Flynn)**

CF – Some people are really excited about how Leganto is embedded and works with ALMA and Canvas. There was some sticker and workload shock. Pierce is still wanting to go forward, but if anybody else is interested, let me know. Summer we might get together with ELC to see if there is more interest. The pricing structure was a flat model and is open to adjusting – it was just a starting place. ExLibris is interested in this at a consortia level.

AK – still interested but not so much as an early adopter.

## **Imagine Academy (Iaukea)**

EI – Update: Moving target!! Although previous online platform has been retired, we still have access to all the online materials (videos, content) but just served in a different way. Should create a better experience for CTCs. Working with Microsoft to see how that content will be provided. I think we will need to go back to a launch experience. The member site is still there and access hasn’t changed, quite a few of our subscribers don’t remember how to get to those resources. Logging in involves member ID and program key. I will put a link to member site on state library webpage. If they don’t have the key or ids, they can contact Elizabeth. As resources are updated on member site, you will get latest updates. What I don’t know is how much our CTC libraries are actually using the resources (pointing our students to self-directed materials). I have access reports from previous learning platform, but what I don’t know is how many of those were instructor driven or if they were just wanting to self-teach and found them through CTC library site. We have had some instructors who have loaded all the self-paced learning materials into a common shell and put them on the commons. Hesitation is that we don’t want too many alternate places where info is being updated. State library site might be the best place to direct students to for self-paced experience. Or we can load it into a canvas shell but will need to keep looking for updated materials. Microsoft is putting resources together and creating a single access point for all area of content. My feeling is that in the next month or so these sites should be stable. The Student’s ability to track progress has gone away. None of the certification has changed – still vouchers available through Certiport – no change. For Public library users we are close to signing contract for LinkedIn Learning (Lynda.com) but CTCs can’t work this way yet. Microsoft isn’t able to sell access to LinkedIn Learning at this point and has to go through enterprise services. Catching up on Imagine Academy Webinar at 9:00 am November 1st and 1:00pm on November 5. Next Thursday, November 1st at 10:00am a deeper dive into the datascience platform (AI, Advanced Excel, machine learning) with instructor materials fully built. There is also a webinar later today about High School 21+ / diploma in the libraries. What we found in Spokane is there is a need to have instructors (or teaching assistants) come out to the libraries and also add in some digital literacy. We would like to work with some of you to repackage some of the information literacy curriculum you have already. We want to make sure the library piece isn’t lost in this.

## **LLC Bylaws (Siebenberg)**

TS –At spring meeting, we worked on revising the bylaws to include positions for webhosts and webmasters. I made some changes like removing Media Services language. Not sure who the audience is that would see these bylaws.

AT – in my experience it is mostly a tool for us (LLC) and how to get involved.

TS – Took the opportunity under Article II to streamline names (ex-officio, official, appointees, liaison, and dean).

AT – there may have been some times when we charged the state board to pay dues, but we haven’t done that in a long time.

TS – I will remove liaisons from references to paying fees and general clean-up of language. In section 2, the positions of webhost and webmasters are appointees and positions filled as vacancies occur.

\*\*\*Lots of clean-up work done all together in real time.

## **Lunch**

## **Work Plan (All)**

CF – I think narrowing equity around technology XXXX there are other areas of equity that I wouldn’t want to get lost.

MH – They want us to report on the work we are doing with equity and we have an opportunity to show IC that we are doing more than just in areas of technology. We can show them that all we do is equity based. Some things we could do is report to them on our equity work, change our plan from 1-year to 3-year, focus a bit more about our BAS work.

CW– this is what IC wants us to work on. What specifically do they mean by OER scalability?

HF – some campus know what is going on and some people don’t know what is taking place with OER on their campuses or system-wide. It’s about closing gaps.

MH – IC thinks we should scale down a little bit but we could use some clarification about how to focus our workload. The thing that comes to mind is outcomes. Is there a way to focus our work?

AB – XXXX

MH – when I visit this next week I can try to get further information about these areas and based on questions we might have.

EC – there is only one place on IC’s workplan where the libraries exist. Where do we belong now if their priorities have shifted?

MH – what about our involvement with guided pathways? Maybe that is in 2.1? We need to focus our plan and start thinking about 3-year plans.

AB – We are looking at what we already have in our workplan and how we can reframe it to address equity, think more 3-years instead of 1-year, and be thinking about guided pathways and state it in our workplan.

CF – rather than a laundry list of what we are doing around equity, maybe identify if our work is equity minded or barrier creating.

MH – the reason I thought we could start with a list is that it shares what some of us are doing that others are not and can start to develop shared language and shared conversations.

CW – it reminds me how we do program review: find gaps and identify goals.

CF – I wonder if there a way to have a tag column that is sortable so we can see what areas map to equity.

MH – it is looking like we want clarity from IC about equity and our workplan but we want to have something to take to them about what we are all doing towards equity.

CF – We need to show them where we fit, not where we hope we fit.

AB – we are still virtually invisible on IC workplan, but we actually map to more of their objectives and should be more visible. ELC and LLC are being relegated to technology.

CW – I’m wondering if how we present our work to IC needs to change. We could be more dynamic and resonate better where we see ourselves in the overall workplans. Simplify.

MC – if we are agreeing to 3 goals, can we add the equity lens to each of them?

\*\*\*\*\* HUGE CONVERSATION ABOUT EQUITY\*\*\*\*\*\*

GV - when you interact with K-12 librarians at a WLA conference, you can talk about what they're doing in K-12 that affects students that then come to the community colleges.

GB - This might be a really good opportunity to bring Director-level conversations to the CritLib community (or vice versa), a community of library workers that is international and includes many Washingtonians.

CF - Here is the link to the Pierce College EDI working definition page. Maybe other libraries can share theirs as well: <https://www.pierce.ctc.edu/edi-definitions>

CW – could address equity in Student Achievement Points – Libraries could attach ourselves to those projects going on around SAI points.

MH – after IC I will send out a survey asking everyone to commit to one of the 3 goals so we can build working groups around our areas of interest.

EC – When I looked at the mapping, we might want to stick with our current structure and current goals. There is a lot of work under one specific goal.

AB – appreciate that Erica mapped our current goals to IC workplan, it helps us be in sync with their workplan and there might just be more LLC folks working in one specific area.

## **Accessibility Survey (Roduin)**

CR – Put a pin in it

## **Newsbank & Proquest (Roduin)**

CR – How are you all using, promoting and tracking Newsbank?

EC – tried linking it in Primo, but only linked to title level, not article level so we pulled it out. But linked in Libguides. We have not talked about how to pull data.

GB – we have it turned on as collection in Alma, but debatable if it is everything we have access to. We also have a link to the database page, not much advertising yet.

HF – We had canceled our paid version due to low use, but we picked up the free version right now.

TS – we did not put Newsbank into Alma/Primo. I will create a link to new sources with instructions on how to access.

AK – We decided not to use it; apparently SPSCC had subscribed to it prior to my arrival and we had low use. We don't want to keep adding and removing resources

SH - We have listed it on our database pages but have not put it into Primo for the reasons discussed; we also will probably not promote it heavily since there's no way we will be able to afford it after the trial. May as well use it while we have it, though.

AB – we are implementing it.

MC – signed up for it but don’t see it as useful – no titles in Primo. If we had to choose between Proquest and Newsbank, we would choose Proquest.

GV - It's activated in Alma, but their metadata isn't available in PCI, so article level searching is not available except for the articles that are in other databases.

JN – added it to website, but not Alma. Won’t be able to afford it. Have marketed it to faculty and students.

MH – doing the free trial linked the database. We have not promoted it via email. Put “free trial” on the website.

TS – Has anyone received pricing?

AT – put it on our database page, sent email, and put it in newsletter.

JR – put in database page as trial. Used it in a class.

LHP – going to add free version. Is this an opportunity to work with the state so they know what our goals are and what we can use from them?

MC – State library is looking at all libraries and trying to help as many as possible.

## **Celebration**

MC – Share why there is a stall – if you read the original plan and who was going to be honored, it got overwhelming. We expanded it to a larger number of people and I need help finding contact info for all these people who have retired. Then there is logistics.

AT – Mindy and I talked and list needs to be revised.

MH – after a vote, decided it to let it go.

## **Finalize meeting dates (Harbaugh)**

MH – Is there any chance for a joint meeting with ELC and LLC?

Winter online February 22, 2019

Spring at Renton will be April 25-26, 2019

Summer (joint meeting with eLC) August 7-8, 2019

We need a webhost for spring meeting = Leslie Potter-Henderson

Webmasters through spring are Erica, Melinda, Tammy and Gerie

EC – we can try to coordinate group sites to meet up for online regional meetings. Handle through listserv.

## **Around the table updates**

## **Meeting Recap & Action items (Roduin)**

**Motion:** Mindy puts forth a motion that we appoint Tammy to help us craft an ASK of the state board to establish a law that will streamline and articulate a disposal process that allows us to sell, donate or dispose of deselected items from our collection. Seconded by Tim. Approved.

**Motion:** Aryana puts forth a motion that LLC accept the BAS Rubric as written with most current updates. Seconded by Howard. Approved.

**Motion:** Aryana puts forth a motion to accept the updated LLC bylaws. Seconded by Tim. Approved.

## **ACTION ITEMS:**

1. Cheyenne will create name cards for spring meeting.
2. Elizabeth will send member ID and program Key to Leslie Potter-Henderson and send out information about upcoming webinars.
3. When Melinda address IC, she will ask for clarity about the LLC workplan feedback provided by IC
4. After IC, Melinda will send out a survey asking everyone to commit to one of the 3 goals so we can build working groups around our areas of interest.

## **Adjourn**