# Library Leadership Council

# October 10, 2019

# Fall meeting at Seattle Central College

## Thursday, October 10, 2019

## Present: Present Online:

|  |  |
| --- | --- |
| Dawn Hawley (Bellingham Tech) | Andrew Tudor (Wenatchee) |
| Susan Schreiner (Grays Harbor) | Stephanie Delaney (IC Representative) |
| Amy Kelly (South Puget Sound CC) | Jeannie Henkle (LLC Rep for Wenatchee Valley) |
| Lynn Kanne (Seattle Central) | Tim Fuhrman (Big Bend) |
| Christie Flynn (Pierce) | Julie Nurse (Centralia) |
| Jennifer Dysart (Green River) | Samantha Hines (Peninsula) |
| Greg Bem (LWTech) | Candice Watkins (Tacoma CC) |
| Heath Hayden (Bellevue College) | Sarah North (Columbia Basin College) |
| Jackie Ray (Walla Walla) | Lesley Caldwell (Pierce) |
| Tammy Siebenberg (Yakima) | Howard Fuller (Whatcom) |
| Leslie Potter-Henderson (Shoreline) | Wade Guidry (WACTCLC) |
| Erica Coe (Olympic) |  |
| Anna Baldwin (BLC representative) |  |
| Lynn Deeken (Everett) |  |
| Aryana Bates (North Seattle) |  |
| Mindy Coslor (Skagit) |  |
| Mark Jenkins (SBCTC) |  |
| Cheyenne Roduin (Renton Tech) |  |
| Melinda Harbaugh (Lower Columbia) |  |
| Gerie Ventura (Highline) |  |
| Lora Senf (Spokane Falls) |  |
| Jacqlyn Jacot (Spokane Community College) |  |
| Heather Morgan (Spokane Falls) |  |
| Melinda Martin (Spokane Community College) |  |

## Colleges not represented:

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| --- |
| South Seattle |
| Bates  |
| Cascadia |
| Clover Park |
| Clark |
| Edmonds |
| Whatcom |

Zoom Link for meeting: <https://zoom.us/j/636481343>

The regular quarterly meeting of the Library Leadership Council was held at Seattle Central College in the Health Education Center and was convened at 11:00am, October 10, 2019. Aryana Bates welcomed the council.

## **Approve** [**summer 2019**](https://drive.google.com/file/d/1nFKZb3vqXhvwJXtY1rfSLUiJk4dsKA2b/view) **minutes:**

Gerie Ventura moves, Christy Flynn seconds. Minutes approved.

**Review** [**IC Work Plan**](https://docs.google.com/spreadsheets/d/1OaWpH4NioZmriMiNxvcbeedLmPtGSaZU97NwG_zubBk/edit#gid=0) **(All):**

LLC shows up in IC plan 1.1.B and that needs to be reflected in our workplan. If we say we are contributing something to their plan, we need to make sure it shows up somewhere on our plan as well. We already show some of this in teaching info lit classes but maybe just need to be more intentional about calling it out. 1.2 of our work plan talks about barriers and also could map to 2.2.C in IC plan. IC is very open and responsive to partnerships. Should we be talking more with our VPIs or local management about our connection and partnering with IC? It is perhaps on us to inform our VPIs about how we do map to IC through our own workplans. There is room for us at the IC table, but we need to say what we want and ask for it, be more intentional and have our space.

**Finalize** [**LLC Work Plan**](https://docs.google.com/document/d/158B3MirMcxfBoR9FgwQKuL9IxlQH33-umeFFQNhETLE/edit) **(All):**

[Work Groups](https://docs.google.com/document/d/1ZAVcR6gHFenWP_73dYl9ZdEMZN6l867gZdjVEFljIV8/edit)

Confirm alignments with IC Work Plan. Define LLC Plan next steps. During working lunch we all finalize our goals so that our workplan can be taken to IC.

**Break**

**Working Lunch –** [**LLC Work Plan**](https://docs.google.com/document/d/158B3MirMcxfBoR9FgwQKuL9IxlQH33-umeFFQNhETLE/edit)

**Greeting:** Dr. Barry Robinson, Executive Dean for Healthcare Human Services and PE, welcomed the council to Seattle Central College.

**LLC Work Plan –** [**LLC Work Plan**](https://docs.google.com/document/d/158B3MirMcxfBoR9FgwQKuL9IxlQH33-umeFFQNhETLE/edit)**:** Discussion and Vote on substance. Motion to approve the LLC workplan for the next two years. Mindy Coslor moves to approve, Dawn Hawley seconds.

**SBCTC Update (Jenkins):**

[WACTC technology committee](https://drive.google.com/file/d/1Yxr3sacsK7mueAvqQrHmtZrLguWAD9iT/view) approved.

Purpose of WACTC is to fill some gaps in Technology areas. There is a need for cross-functional groups (example Guided Pathways group touches many services and organizations). Strategic Technology Taskforce is made up of representation from all the commissions. Trying to imagine what the technology world is going to look like after ctcLink implementation. This is now a standing committee in the governance structure. First job of the committee is to take the current strategic plan and update it to reflect current practices and goals and initiatives. Hope to redefine “core technology” – how systems interact with PeopleSoft. Bring some order to the technologies across our systems. Committee will move from a taskforce to a standing committee and apply best practices to technology at a system level. CATO now reports to this committee. Looking at App store for technology products for purchasing – will design rubrics for procurement. Will define and preserve educational technologies and also gather feedback from other councils and committees and feed it up to the WACTC Technology Committee. The strategic tech plan will name some tech priorities in addition to offer preliminary vetting for technology resources (examples: how it works with Canvas, PeopleSoft, ctcLink, Accessibility issues). Where would library technologies fall in the hierarchy? Yet undetermined – is it an educational technology and where does it fall along the continuum. On behalf of Boyoung Chae: entire departments going to OER which is much easier than individual courses switching and SBCTC is providing money for fully converted degrees/departments to OER. Interested in prof-tech going to OER. For funding, we are open to proposals for departments who want to take their entire curriculum to OER. Hope to have something similar for Prof-tech. State of OER is green – especially when combined with affordability and accessibility – progress has been made in policy and we will be able to show more data when we go with PeopleSoft.

**Proposed SBCTC vision statement:** Small group discussion to generate feedback

[SBCTC strategic plan DRAFT](https://drive.google.com/file/d/1BZkCFefZdGMfBhjXf6IcnQMSmueCI_8G/view)

[SBCTC common messaging](https://drive.google.com/file/d/1gc-okRz7QX0KPK-G2o3djmio3dxdjbpR/view)

At a planning retreat the goal was for the state board to come up with a vision statement which is final. The strategic plan is a DRAFT and they need feedback on the plan. Do we feel the plan is in alignment with the vision and the work that is going on around the state? Our feedback will be moved up the chain by Mark Jenkins.

**ctcLink and Accessibility:**

Level Access accessibility testing findings: 409 accessibility violations in total, with 89 of them being a "high" violation.

[ctcLink SC Presentation](https://drive.google.com/file/d/1ClCcO_2q034C2aysmhJEd5By5ZOynTSN/view)

[Level Access - Violations](https://drive.google.com/file/d/1Mp_ujHB5xKvgUlpficmSzT8kdSKQ7KPc/view)

SBCTC writing Accessibility Policy/plan – trying to bring the State board into compliance with Policy 188. Not sure what having this plan will accomplish. ctcLink isn’t accessible not because lack of a plan, did testing to get a gap-analysis and who will take care of remediation now. Reformatting CATO and reach out to Accessibility Technology Coordinators for input on what CATO should look like and what they need.

Off-topic slightly about Alma and ctcLink and what communication is happening. Consortium will be key to the communication piece.

Note from Wade on chat: *I haven't talked to anyone about Acquisitions. That's whole other level of complexity. Acquisitions involves sending data to ctcLink, which Mark discussed.And ctcLink support for user record loading has been a non-starter with the ctcLink team.As things stand, it's going to have to be done at the institutional level.*

Course building and (more importantly) labeling like for low-cost and OER has been difficult and spreads out to more people’s workload. TCC struggles with this still. Won’t be solved until it is a system-wide issue. We are able to function, but we could use more help and assistance from SBCTC on this.

Suggestion to have a communal location or conversation place for Alma/ctcLink issues to be recorded with possible fixes or ways they were resolved. So that we can see what has come up and how there could be resolutions.

**Live ListServ Open Forum**

Review LLC approaches to adopting technologies – specifically in relation to our survey about institutional repositories. Was an idea about making things like student or faculty scholarship and highlight it outwards. Having some listening sessions about needs and possible platforms.

**Newly formed Chief Diversity Officers Commission (CDOC) – D’Andre Fisher, AVI EDI, North Seattle College, Vice Chair of CDOC and Dr. Valarie Hunt, AVP EDI, Seattle Central College, chair of CDOC:** [**Report**](https://www.sbctc.edu/resources/documents/colleges-staff/commissions-councils/wsssc/vision-statement-intent-final-9.25.2019.pdf)

Welcome our guests. Suggestion to look up the Elliot Treaty. There are 13 CDO’s who report to their presidents. We have institutional commitment and work with our state board and college boards. Looking for partnerships where we can help with equity work through our liaisons with each council. Coming from a place of racial equity. Working on Guided Pathways and retention/promotion of faculty of color.

**Meeting Recap – day 1 (Roduin)**

**Motions:**

1. Summer minutes approved
2. LLC workplan approved.

**Action Items:**

1. Aryana ask that LLC be added to 2.2.C in IC workplan.
2. Aryana will work with Tim Fuhrman to make sure all library directors are on the Listserve so they are getting the minutes we send out.
3. Aryana will send LLC workplan to Deb Gilchrist at IC.

**Adjourn**

**Library Tour (Kanne)**

# Library Leadership Council

# October 11, 2019

# Fall meeting at Seattle Central College

## Friday, October 11, 2019

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| Jackie Ray (Walla Walla) | Candice Watkins (TCC) |
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| Mindy Coslor (Skagit) |  |
| Heath Hayden (Bellevue College) |  |
| Susan Schreiner (Grays Harbor) |  |
| Mike Buschman (Washington State Library) |  |
| Greg Bem (LWTech) |  |
| Melinda Harbaugh (Lower Columbia) |  |
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| Clover Park |
| Everett |
| Clark |
| Centralia |
| Edmonds |
| Bates |

Zoom Link for meeting: <https://zoom.us/j/515546803>

The regular quarterly meeting of the Library Leadership Council was held at Seattle Central College and was convened at 8:25am, October 11, 2019. Aryana Bates welcomed the council.

# **Land acknowledgement:**

Library Leadership Council acknowledges that we gather on Indigenous land: the traditional territory of Coast Salish peoples, specifically the Duwamish Tribe (Dkhw Duw’Absh).

Example of concrete step towards reparations - <https://www.realrentduwamish.org/>

## Shall LLC formalize adding a Land Acknowledgement to our meeting agendas? - [Survey](https://docs.google.com/forms/d/e/1FAIpQLSd0ogsPLa-louayYZUXSdg9VDCJ1seUqZ7M9w2gp_EK5iOPVw/viewform)

## **WA state library update (Buschman):** [**Presentation**](https://drive.google.com/file/d/1HfoDvSvj7neK45HhzDyNUjXoEc6J-6yq/view)

Start of the WSL fiscal year. Gave overview of how the LSTA allotment is distributed for 2020. LinkedIn issues for Lynda – people will not have to build a profile now. Great for CTCs and Universities. Newsbank available through 2020 across the state and more access to new products. We will be contacted by NewsBank rep for webinars or training. Shared stats on Newsbank and also Proquest. Proquest stats perhaps low and the RFP will come up this year or next year. WSL will want a rep from LLC when looking at RFPs for Proquest and other state database licensing. QP moving to SpringShare and switchover should happen April/May 2020. [Niche Academy](https://my.nicheacademy.com/washingtonstate) – training platform we have access to. Washington state book awards are 10/12/19 and everyone welcome to attend. Sarah Pete looking for Librarians and library workers of Washington State for social media project.

## **Alma and other concerns (Guidry):** [quarterly update on the Alma / Primo program](https://docs.google.com/document/d/1jy0hVkJgUijB1VOkcU_cynqzcUwrXtUN9fhHsyDOVpw/edit)

-Weekly call with Alma/Primo leads, staffing issues and Peninsula staffing concern (Peninsula situation: our Alma administrator got laid off and we remaining in the library (2 staff and one faculty) were asked to take on the work of administering Alma on top of other duties). Great discussion about who does what work at our libraries, especially around Alma/Primo. Can this work be done by LAPPs or faculty librarians?

ctcLink and Alma patron loads – not successful in talking with them about how this will work. Maybe we can get the code that Spokane used and share it out system-wide. Good for deployment group 3 institutions to ask for a meeting with ctcLink about our Alma integration and Wade could be a part of that meeting. Might be a solution for all that only needs to happen once.

Electronic resources management is very important over the next 5 years.

## **WACTCLC Report**

Started work on institutional repositories, survey went out and online discussion coming next week. Clarifying the connections of WACTCLC and LLC and what role the state board can play. Narrow down processes for various initiatives and needs. Talk about the workplan and goal 3.2 specifically having an LLC rep in the WACTCLC consortium. Where WACTCLC could help out in areas like group purchasing in the region (we could tap into them). Put together some best practices to help as a guide when people are pursuing purchases. Would asks for help from SBCTC be better coming from LLC – maybe more powerful if from LLC. What is the role of consortium with WSL and purchasing? Maybe the consortium could help with processes or best practices/model for when we want to ask SBCTC for some help. One size might not fit all so might be rare that we all agree on products to purchase. Do we have an employee/liaison at the SBCTC that would work on behalf of library needs (technology, OER, etc.)? **Could LLC have a small group look at a structural support for LLC in SBCTC in the form of a staff person?**

*(Wade): If I were a director, I'd want to ask for a position focused on shared licensing of eresources, and building the selection, procurement and management process around that program. That's a big fit-gap right now.*

WACTCLC Finance Report (Tim): “I'm thrilled to say EVERYONE has paid their invoices! Next year we'll work with ExLibris to ensure ALL Primo invoices are paid through the consortium so you will only get one invoice. Turnover with our Program Assistant position made that rather difficult to work out this year.Current Balance: $398,133.20.”

## **Break**

## **Spring LLC meeting reschedule? -** Conflicts with ELUNA - need to change date? Currently scheduled for May 7-8 in Yakima. Suggestion to meet May 11-12 or April 30 and May 1st? Motion to move to April 30th and May 1st 2020. Motion by Mindy Coslor, seconded by Melinda Harbaugh.

## **Los Angeles Court Case/Accessible databases (Coe):**

Discussion. How does this affect procurement of resources and databases. How can we partner with others and SBCTC around advocacy? We have this sort of addressed in workplan 3.3 and actually going to create a toolkit. The fact that we would have to provide resources to blind persons BEFORE they ask for it is not possible. Where does reasonable accommodation come into play? Where is ACRL in this issue and how can they help? Where we can be more forward facing is in our working with vendors around accessibility and not purchasing products that cannot meet accessibility standards. Most of our colleges haven’t hired Trusted Testers and maybe the state could help out with this? SBCTC is not currently helping with this, but maybe with the resurgence of CATO or new governance at state level that will be revisited. Could this be a concrete ask of SBCTC for help with testing resources and vetting accessibility? More holistic and not just libraries – include ELC? Could we push this ask of SBCTC through IC? Could WACTCLC help with some common language/questions for vendors when looking at procurement of products? Goal 3.3 is working on a toolkit in this area.

Task force to come together for an ask and also which other commissions to partner with: Dawn Hawley (point person), Jeannie Henkle, Erica Coe, Heath Hayden, Greg Bem, Jennifer Dysart, Lesley Caldwell, Lora Senf, Susan Schreiner.

Program developed by Ward Naff as repository: ACT <https://act.sbctc.edu>.

*(online comments): This goes back to our procurement practices and how we remediate existing technologies. I’m wondering if LLC can put forward an “ask” to SBCTC to apply pressure to the databases we share, to Alma/Primo, etc. They can speak on behalf of all of us. This would have been something Jess could do, but perhaps her replacement could help with. I’m the accessible IT coordinator for the WVC district and worked quite a bit with Jess.*

*UW has done a lot of work on accessibility with Primo.*

*One of the gaps that exists pretty much everywhere is in being able to test the accessibility. Of products. Compared with reviewing their VPATs and trusting the veracity of them.*

Guiding Questions:

Does your college Accessible Technology Policy and procurement process include instructional materials and library databases?  If so, have you encountered issues around databases, etc.?

If not, does your internal library procurement process address accessibility and if so, how? Do you include language around expectations for making content accessible if it doesn’t meet standards?

Should WACTCLC or LLC recommend some standard language that could be shared out for use in contracts, emails to vendors, etc.? How else could these groups support accessibility efforts?

## **Changing laws re: selling withdrawls:**

There is an RCW that requires Educational orgs have to give the local public school districts 30 days’ notice before they discard items. We proposed getting that law eliminated. Suggestion we contact rep at SBCTC and he wants to do some research on it and work with Superintendent of Public Instruction and he would take it on for 2020 or 2021 legislative session. Might be a possible exemption we could write. Legislative director called meeting to look at this issue and our problems. Boyoung Chae is gathering evidence and examples of the problems we have had around this discard issue (costs paid out for disposal or how much we have just thrown in trash/recycle, etc.). We need a state law about responsible discarding and disposal for our libraries. Issues when giving discarded books to a specific organization and preferential treatment or needing to draw up RFPs for bidding who gets the books. Could the state do the RFP to figure out who we could give books to? The state has an online surplus sale site and materials get sold.

## **Building in Work Plan activities into agendas:**

At bottom of current agenda there are tentative activities as place holders on upcoming meetings. Can happen organically as different work groups develop their outcomes and need space on a specific meeting. All agree that having professional development activities (especially around mentoring and EDI) during the meetings is great and necessary.

## **ELC/LLC Survey (Bates):** [**summary of responses**](https://docs.google.com/document/d/1-H_-NBc7TLPuHCH34_KQC6op0zz2KIYRBsKYnpBtRbU/edit)

Survey is still open and will be going out to ELC folks for their thoughts around joint meetings. Suggestion to have a group activity at the beginning so that we can come together and know each other first. Are there possibilities to bring other staff from our libraries to our LLC meetings – to help with mentoring and professional development of our staff? Build an actual activity as part of the meeting that would encourage other library staff to join us. We as a group could learn from the perspectives of our staff. This ties into Work Group 1.3.

## **EDI article:**

## **Lunch**

## **Professional Development – EDI**[**: See link on GoogleDrive for digest of findings**](https://docs.google.com/document/d/1HsPHd4fDNd-qzpsDHAV3-rtETHOhj8mFYuLvXUqDgSg/edit)

**Guiding Questions:**

1. What are your key takeaways from your chosen article?
2. What are our gaps and challenges vis a vis the takeaways you got from this article?
3. In what way/s might you apply these takeaways towards enhancing EDI at your library and/or institution?
4. How does this article relate to work we can do through LLC/WACTCLC/on the system/consortium level?  What can LLC do collectively to support EDI across the system?
5. How can we enhance EDI in the library profession generally?

## **AiA Symposium Update (Koshi-Lum):**

Culminating event had 37 attendees – included 17 CTCs and 1 University represented. Supported by LLC folks. Talked about assessment and how do we improve our services through assessment. Wealth of info from presentations: open pedagogy, best practices for online modules that represent our students, study on assessing library impact (student perception vs our perception), ABE/ESL faculty. Participants felt like part of a community of practice – excitement about bringing ideas back to their colleges. Important to tell our library story to other parts of campus – advocacy!!! Group two in work plan is looking into an executive summary of the research around libraries and that could include a piece of AiA. The grant work will be presented at the Library Research Seminar in South Carolina to show what WA State is doing.

## **Standing Reports:**

Treasurer’s Report (Tudor): [Report](https://drive.google.com/file/d/1AyNcTQ6SiHW6RpeDhdfN-3rHVEorxnTZ/view): Beginning balance of $3,495.95, expenses of $1,235.10, current balance $2,260.85. Everyone should have received their dues bills and need to pay them. Also, might see $600 less if it was used at the AiA Symposium.

IC: What does LLC want IC to know about what we are doing? Accessibility, Research – AiA conclusion, our EDI professional development push, how is LinkedIn learning being used and promoted on campuses.

CLAWS (Bem): Encourage your folks to submit the work they are doing for presentations. Upcoming conference will reignite engagement from CLAMS to the new CLAWS.

Library Council of WA: Mike Buschman wanted us to know the council meetings are open to everyone. Inquired about future LSTA funds, not available this current year but could try for next year. Start small and build on it – could use LSTA to support some activities in our workplan. No clear timeline, but perhaps start working on winter and have something to propose when they are ready. No regular application process. Could ask for funding to hold EDI training. In addition to EDI, maybe Institutional Repository work.

## **Around the Table Updates:**

Andrew will no longer be our rep to Information Technology Commission (ITC) and we need someone from LLC.

**Meeting Recap – day 1 (Roduin)**

**Motions:**

1. Summer minutes approved
2. LLC workplan approved.

**Action Items:**

1. Aryana ask that LLC be added to 2.2.C in IC workplan.
2. Aryana will work with Tim Fuhrman to make sure all library directors are on the Listserve so they are getting the minutes we send out.
3. Aryana will send LLC workplan to Deb Gilchrist at IC.

## **Meeting Recap day 2 (Roduin):**

## **Motions (Roduin):**

1. Move LLC spring meeting in Yakima to April 30 and May 1, 2020.

## **Action Items (Roduin):**

1. WACTCLC will take on task of looking into a designated SBCTC staff/liaison for LLC initiatives.
2. Post your disposal/weeding/recycling issues to the LIBRARY DISCARDS folder on our shared drive so Tammy can push them along to Boyoung.
3. If anyone doesn’t have access to what they need on shared drive, let Aryana know so she can add you.

## **Adjourn**

## **PARKING LOT for meeting agenda topics: winter**

* Steve Gance - SBCTC - badging for libraries -- connect with Steve

## **PARKING LOT for meeting agenda topics: spring**

* Guided Pathways and Libraries - Kristi Wellington-Baker, SBCTC Student Success Center Director - confirmed with Krist

## **Next meeting dates and locations:**

Winter 2020 – February 21 @ online

Spring 2020 – April 30 & May 1 @ Yakima

Summer 2020 – Date? @ TCC - Note: on 5/10/19 ELC set their date for July 29/30 @ TCC w/intention to be joint meeting with LLC