**VENTURA COLLEGE**

**Minutes of the Library Committee**

Date: October 25, 2012

1:45 p.m. – 2:30 p.m.

**Present:** Amanda Enfield, Marta Freixas, Carla Kramer, Tanya Shaffer, Dana Boynton, Sarah Downs, Jim Carriger, Florence LaFemina, Sandy Hajas, Ben Somoza, Maureen Eliot

**Absent:** Ayanna Gaines, Kathy Scott, Peter Sezzi

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<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (if required)</th>
<th>Completion Timeline</th>
<th>Assigned to</th>
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<td><strong>Introductions</strong></td>
<td>Introduce our new Library Assistant – Sarah Downs she will be 60% at our Santa Paula LRC running the library and learning resources center, and 40% at VC Library doing primarily periodicals.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td><strong>Accreditation Standard &amp; Midterm Report</strong></td>
<td>The Accreditation team will be here on campus November 13th -14th. The Library is prepared if the accreditation team needs to discuss anything with us, but we hope the district pulls through. Midterm report is we are looking good on our SLO’s.</td>
<td>Update Committee</td>
<td>Next Meeting</td>
<td>Ayanna or Sandy</td>
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<td><strong>Program Review</strong></td>
<td>The committee was given the final ranking of initiatives within our department and the committee shared a copy of the 45 page program review document. The team that met to vote on Program Review Initiatives went really well and we were able to get through all of the initiatives on the table. On the initiatives document some areas have “FIX” in the description; those will be completed by Kathy Scott and Sandy Hajas. An updated initiatives document will be available at a later date. The committee members took a moment to review the document. Read aloud sections regarding classified, computers, and facilities. Program Review document passed around with flagged pages and highlighted areas of great increase. Textbook statistics: the Reserve checkouts have increased by 21.05%, while the Lending Library checkouts have increased by 29.42%. Attendance has increased by 62,715 patrons.</td>
<td>N/A</td>
<td>N/A</td>
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| **Dia De Los Muertos Program** | MECHA will be hosting the event and it will be either November 7th or 8th, they are still deliberating on the exact date. Contact MECHA for more information.  
- Dana  
It will be November 7th at 8pm that was the confusion. They will set up a display in the library sometime this week or early next week. That night they will have refreshments.  
- Sandy  
Who will be co-hosting this event?  
- Maureen  
De La Rocha in History will be co-hosting this event with MECHA  
- Ben | N/A | N/A | N/A |
| **Library Page on Portal** | With our change over to Voyager we will begin to install Primo. It will give students the advantage when searching a topic to get our holdings, our sister campus' holdings, and also online results. It is a one stop shop for students and we feel they will really like it and utilize it. We just had our first meeting regarding this last week. We will be having weekly meetings until it is complete.  
- Sandy | Update Committee | Next Meeting | Ayanna or Sandy |
| **Other** | For the next Textbook Lending will you be holding it in the Large Gym as well, if so you will need to put in your requests now.  
- Maureen  
Yes, we will do so.  
- Sandy  
Also, my students showed me that there is a Facebook page for the college. We might want to use this for announcements and other things for the library.  
- Maureen | N/A | N/A | N/A |