October 14, 2021

Library Senate Committee Meeting

Hostos Community College

Virtual Meeting through Zoom

Start Time: 4:03pm

End Time: 4:49pm

Present: Rodney Blair (Nursing), Aaron Botwick (English), Madeline Ford (Library), Eddy Garcia (Business & Accounting), Eugena Griffin (Humanities), Iris Mercado (Education), Linda Miles (Library), Van Phan (Natural Sciences), Nicole Wallenbrock (Humanities)

1. INTRODUCTIONS
   1. Members of the committee introduced themselves, including a new member, Prof. Wallenbrock
   2. Prof. Miles said we have one vacancy, from the Language and Cognition department
   3. Prof. Miles also said we may or may not have a non-voting student representative this year, as the SAG is having trouble with recruitment and, unlike other committees, we aren’t required to have one
   4. Prof. Mercado made a motion to accept the agenda, which was accepted
   5. Prof. Mercado made a motion to approve the minutes, which were approved
2. LIAISON REPORTS
   1. Prof. Miles explained that liaison librarians are assigned to each department and that the corresponding members of the committee should meet with them once per year
3. FACULTY OUTREACH INITIATIVE
   1. Prof. Miles explained the “Did You Know?” initiative, a collaboration between the committee, Andy London, and animation students to produce informational videos. The videos were incomplete at the end of the previous school year, and it is possible some of the animation students have graduated
   2. Prof. Phan recalled that the videos were almost finished and just needed to be slowed down
   3. Prof. Miles added that we also wanted the students to license their videos on the Creative Commons
   4. Prof. Wallenbrock said that Andy London is on medical leave for the semester, but Prof. Morrow may be running animation at the moment, and Prof. Wallenbrock volunteered to email her
4. NEW BUSINESS
   1. Prof. Miles said reference services are still primarily remote. Faculty librarians and adjunct faculty librarians have been assigned to staff a live chat service that has video conferencing options, running more or less during the same hours the library used to be open (M-Th 11am-9pm, F 11am-5pm, Sa-Su 12-5pm)
   2. Prof. Miles said the library has been opened for students to print, copy, and study. Students must reserve the space and there is a maximum capacity of thirty-three. The services have not been used that much, possibly because not many students are in-person, and thus library staff and faculty have prioritized online services. Prof. Johnson and her staff are scanning chapters at the request of faculty members, though these services have also not been used much. Prof. Ford asked that we inform adjuncts about scanning services
   3. Prof. Ford said plans for the spring are dependent on department schedules. There is also confusion over how many students will use library resources while taking HyFlex courses. Prof. Ford was informed by Provost Drago that staff are going to be expected to come in five days a week, but we are still “in flux”
   4. Prof. Miles added that a member of the library tested positive for COVID and that quarantine requirements significantly impacted the Library’s ability to remain open and serve students. Prof. Ford clarified that exposed vaccinated staff have to quarantine for five days and exposed unvaccinated staff have to quarantine for ten days. Thus, an open library is only feasible if there is a vaccine mandate for faculty and staff. Prof. Griffin noted that some people cannot get vaccinated for religious or medical reasons and that leadership could promote testing rather than vaccination
   5. Prof. Miles asked the committee what its work should be for the year. Prof. Botwick suggested polling students, asking what they needed and what they used most in the library
   6. Prof. Wallenbrock suggested a campaign to make students aware of library services
   7. Prof. Miles said she would follow up the meeting with links to the faculty toolkit and information on library reservations and asked the committee to share these in their departments
   8. Prof. Garcia asked which resources were most used. Prof. Miles and Prof. Ford answered that it depends on the time of year—e.g., at the beginning of the semester, textbooks are the most used resource
   9. Prof. Miles reminded the committee about Library Insider, a periodical that offers “a little shot of information” about library services and asked that the committee amplify these messages
   10. Prof. Mercado suggested making information available to students through Blackboard announcements, something committee members could also encourage in department meetings
   11. Prof. Miles asked the committee to think about questions that could be asked on a student survey. Prof. Ford said that, in the past, the number of respondents to student surveys was abysmal; however, this does not preclude trying again. Furthermore, Prof. Ford suggested a faculty survey, especially since the library has had trouble connecting with adjuncts. Prof. Phan recalled that before the pandemic, the committee had drafted questions
5. SCHEDULING
   1. Prof. Miles said that she would send out a Doodle poll early next week to schedule the November meeting