

SCLC Circulation Interest Group Meeting Online meeting  
Wednesday, February 24, 2010  
9:30 – 12:00 noon

Attendees: Safaa Aboutaleb, chair (AZU); Pauline Dutton (ALT); David Ferrari (PLD); Yvonne Harper (OXN); Diane Hutchinson (COV); Ted Lujan (CMM); Cindy Maxwell (MON); Mary McCasland (BPLD); Eamon McSweeney (THO); Ernesto Mercado (DOW); Ginny Ortiz (OCPL); Julie Villanueva (MPK); Christina Carlisle (SCLC); Tanya Novak (SCLC)

1. **Meeting was call to order at 9:35 a.m. by Chair Safaa Aboutaleb**
2. **Introductions were made.**
3. **Approval of Agenda:** It was MSP (J. Villanueva/E. McSweeney) to accept the revised agenda.
4. **Appoint/Volunteer of temp secretary:** Christina volunteered to take minutes.
5. **System News:** Christina Carlisle reminded members to use the updated circ list address (sclc.circ@lists.socallibraries.org) and the correct email address for SCLC staff (e.g., [ccarlisle@socallibraries.org](mailto:ccarlisle@socallibraries.org)). She also introduced Tanya Novak, the new SCLC Development Officer.
6. **Old Business**
  - A. **Approval of Minutes of October 14, 2009:** Consensus of the group to approve the minutes as submitted.
  - B. **David Bendekovic Workshop on April 21, 2010, 9 a. to 3 p. at Beverly Hills Library:** Christina reported Carlos Baffigo (DORA) contacted David Bendekovic, Vice-President, Polaris Library Systems. David conducted last year's workshop on "Leaders in Libraries: Discover the Leader Within" and has agreed to speak again at the April workshop. Christina shared a list of three workshops David offers. It was MSP (J. Villanueva/T. Lujan) to repeat last year's program. Christina will recruit members for the workshop planning committee. As a repeat program, it should require little work to plan. Christina will see if Carlos can serve on the committee and Safaa also volunteered to serve, if Christina cannot find another volunteer.
  - C. **Trading Libraries research:** Christina briefly reviewed the Trading Libraries project SLS libraries developed and conducted for several years. The project involves staff of one library, visiting and working at another library for a day. While this would be a new project for the former MCLS libraries, Christina was concerned a repeat of the project would not be of interest to the former SLS libraries.

Mary McCasland (BPLD) and Safaa (AZU) thought the project was very enlightening. Mary noted only a few of her staff participated in the SLS project, and others would benefit from taking part in an exchange.

It was decided to add this item to the next agenda for further discussion.

- D. **SCLC Circ Manual:** Although the manual was emailed to the interest group, most present at the meeting had not reviewed it. Christina noted changes are minor and highlighted so the group can identify them easily.

It was MSP (M. McCasland/S. Aboutaleb) to place this item on the next agenda. In the meantime, members should review the document and email notes about the content to Christina. If the notes are minor, the manual will be put on the agenda for approval. But if major policy changes are proposed, the item will be placed on the agenda with the recommendation to form a subcommittee to review suggested changes.

7. **New Business–Discussion of location/type of May meeting:**

At our May meeting, the Circ Interest Group will set the calendar for next year (i.e., select meeting dates/locations, structured exchange topics, projects, etc.). Christina reported SCLC Executive Director Rosario Garza recommended moving this meeting to a centrally located library to facilitate attendance of members from throughout the system and thus encourage broad participation in planning next year's calendar.

Eamon suggested having a couple meeting locations along with an option for individuals to join the meeting online. Christina questioned how those attending virtually would hear the conversation of participants at the meeting locations. Safaa noted, with the use of a speaker phone, her library held conference call meetings where a number of staff attended. But she didn't know if there was a limit to the number at a location that could be heard over a speaker phone. Tanya Novak will investigate this further.

Members from both extremes of the system (OC and OXN) thought this was an acceptable alternative to travelling to Azusa. It was the consensus of the members to hold the next meeting at Azusa but add the ability to attend online. Eamon also suggested having additional meeting locations throughout the system at libraries with computer training rooms, so attendees can use these computers to connect to the meeting.

8. **Structured Exchange–Efficiently staffing in hard times:** The members reviewed Ted Lujan's handout and discussed some of the suggested staffing options.

Using volunteers: Several libraries use volunteers, (COV, AZU for building maintenance, storytimes, etc.). Some libraries use volunteers to shelf but they are either thoroughly trained (THO) or only allowed to shelf certain types of books (OCPL). Some libraries have good teen volunteers, while others have more success with senior citizens.

Use staff from other divisions: Circulation staff at MON and THO help the public with general questions but people with reference questions are referred to the Reference Desk. At MPK, other departments unofficially help Circ with some duties (e.g., during a busy time after a holiday). BPLD is considering using staff currently attending library school at the reference desk. Yvonne reported her library has done this to the benefit of all. OCPL has provided circulation training for library assistants, branch managers, etc. so they can help circ staff during shortages. They also encourage reference staff to assist when called

upon. AZU's aides are college students who help in all departments; it is not an issue that they work out of classifications.

Re-evaluate programs, tasks, etc.: THO reviewed and removed a number of outdated tasks and rearranged duties for more efficiency. Eamon noted you need to identify and focus on your department's priorities.

9. **Agenda Building for Next Meeting on May 12, 2010 (Azusa City Library plus online)-structured exchange: Volunteers as a resource in hard times**

10. **Roundtable**

AZU has a new director, Nancy Johnson. The library now provides Internet services for YAs and has a new Teen Lounge. Their new tutoring programs are joint projects with Azusa Pacific University.

PLD—Passport services stats are going up, and library is building a new computer lab.

COV is working on a teen area. Also started a board game day at the library.

TOL is getting a new VoIP system and gearing up for storytime series.

DOW has set up a best book collection based on staff picks and award winners. Also recently upgraded to horizon 7.4.2.

MPK has a new Director, Barbara Morrow Williams. Beginning in March the library will be closed on Fridays and Saturdays. Also cutting over 20 parttimers and City is looking at furloughs or lay-offs of fulltime staff.

CMM—Teen book club meetings are rotating to branches. Link to the website <[http://www.ci.commerce.ca.us/uploaded\\_files/cartoonistas.pdf](http://www.ci.commerce.ca.us/uploaded_files/cartoonistas.pdf)> for a flyer on the Cartoonistas program coming to Commerce on March 6.

OXN—Ben Franklin exhibit left after a 2-month stay at the library. Library has a “Read to Dog” program. Expecting some budget cuts in the future; hope it will be material cuts and not staff.

11. **Other**—In response to David's (PLD) request for suggestions on doing a library card campaign, Eamon reported THO does storytimes/outreach at local apartment complexes and worked with the First 5 literacy project.

Christina (SCLC) reported an SCLC website survey was recently emailed to all Interest Group members. She asked that all take the time to complete it. Your comments will help in redesigning the website.

12. **Adjournment** at 11:20.