**CCC LSP Project Circulation Working Group**

**Minutes**

**Wednesday, Apr. 14, 1:00 p.m. via Zoom**

Attended by: Patricia Torres, Kymber Ensele, Lori Lisowski, Anne O’Toole, Rebecca Mendell,

Amanda Cronkright, Lynda Letona, Parisa Samaie, Caroline Sinay Gudiel (LSP Program Manager), Lisa Brias, Norma Handy, Tatiana Pak, Jay Hartzell

1. **Announcements**

Caroline -- The LSP wiki platform will be migrated to a Springshare (libguide) platform over the next few months. Recordings that were on the CCC Tech Center site will be inaccessible after August.

New member – Norma Handy from Fresno City College. Welcome and introductions by workgroup members.

1. **Check in**

Kymber LTCC reopening – slow start, small attendance so far

Patricia SWC - 30% classes face-to-face in the fall

Lisa GC - reopening scheduled in May, 2 days for 4 hours. To be determined percentage of face-to-face classes in fall. Library will be the only building open.

Anne SRJC – will remain in remote mode for summer and fall

Lori SC – remote mode for summer. New building on campus with lots of open space could serve as study area for students and library could deliver requested items to that space.

Lynda DVC – professional survey group will come in to assess spaces to determine safety of reopening

Parisa LASC – president eager to open. If library is open, it is possible that the district will not require masks, 50% face-to-face in fall

1. **NERS review**

Lori reminded members of the importance casting votes for Alma/Primo enhancements,

Lauren Saslow and Eve Miller sent out the results of the consortium voting

Lori asked for input to encourage more participation in our workgroup next year

Anne proposed that we devote a meeting or two to reviewing the enhancements; others agreed this might help, even if it required having an extra meeting or two

Deadline for voting in this first round: APRIL 17

1. Office hours
	1. Letters and notices wrap-up

Lori thanked Jay and Cathy for all their work on the Letters and Notices series and all members of the work group for their participation in the office hours. Series was helpful and very well received.

* 1. April 21—reopening considerations

Now that LTCC has reopened, Kymber will take the lead. Lori asked all members to bring their own situations/experiences to discuss at our 4pm office hour on the subject next week.

* 1. Future topics

Lori asked group to think about topics for May office hours

Lynda wondered if the group could cover Analytics in relation to Circ statistics

Caroline asked if workgroups overlap and present to each other on topics of mutual interest

\*Lori said that she would reach out to Katrina to see if an Analytics member would be willing to present

\*Lisa suggested “handling lost and damaged items” as a topic, including a discussion of equity

\*Patricia asked if anyone has used the Alma app and Caroline suggested a demo of the app could make a good future topic

1. **Handling lost and damaged items**

Rebecca – colleges should consider carrying insurance on technology items to offset losses

Norma will share information about Fresno City’s decisions to handle damages and losses.

**Upcoming Calendar Items:**

Next meeting: Apr. 28, 1:00 p.m.

Next office hour: Apr. 21, 4:00 p.m.

LSP Wednesday Webinar Series: 11:00 a.m. weekly

LSP Governance Committee meeting: May 7

**Rotation for Minutes:**

Apr. 28: Lena, Pasadena City College

May 12: Patty, Southwestern College

May 26: Amanda, City College of San Francisco