CTL Meeting Notes

CTL Team members present: Melanie Brennan, Josh Barnes, Travis Budd, Bob Holzmann, Melissa Kash, Natalie Manke & Sarah Wagner

Date: January 5, 2018

Where: Northeast Campus Think Tank

Time: 2:00 p.m.

Notes: Sarah Wagner

Time keeper: Josh Barnes

- Establishment of CTL meeting norms – the team discussed the norms suggested by Melanie and reached consensus. The norms are as follows:
  - Start meeting on time, even if someone is late.
  - One person speaks at a time.
  - When speaking, please look at the CTL chair.
  - Keep to the agenda.
  - Put away all devices unless related to the meeting.
  - Review each item on agenda before proceeding to the next item, so that we are all together.
  - 3 out of 4 CTLs must agree to reach consensus (Natalie & Travis will decide together and Bob is an ad hoc member.) If no consensus is obtained by the group, the issue will move to LMT.

- Discussion then segued into a conversation about reaching consensus concerning checking out hotspots during intersession. The group considered three possibilities:
  - Keeping hotspots at the end of each semester and resuming checkouts when a new semester begins.
  - Allowing checkouts during intersession, but not over breaks such as the winter break when the college is closed.
  - Check out all the time, even during breaks.

The team reached consensus: **We will not allow checkouts during intersession or breaks with the exception of Spring Break.** The team also reviewed our guidelines for handling patrons who abuse hotspot checkout privileges. At the discretion of TCC Library Staff, students who have returned the hotspot late more than three times or long overdue one time will be restricted from further checkout. A non-pop-up note will be placed in the patron account when they have turned in a hotspot with overdue status. (The note will be amended as necessary, updated each time the patron is late.) If a hotspot is turned in when it is long overdue, a pop-up note will be entered into the patron account. The patron will no longer be able to check out a hotspot from any campus library. Records will not be wiped clean at the end of the semester.
Lib Spaces launch – We went “live” at approximately 3:00pm. Everything looks like it migrated over successfully. **Action Item:** Josh will check the FAQ for any links and Natalie will poke around and see if links look good. Everyone will check out links for their own campus bookings.

Josh discussed the purpose and what the assessment team hopes to accomplish. They are working with I R & A to track CWIDs as much as they can to track student success (Infolit sessions, Study room bookings, research consultations, etc.) CTL input is needed on some points such as how to record CWIDs for study room and spaces bookings. CTLs need to be informed and prepared for the meeting on January 10th when we will brainstorm on ideas about how we can obtain student CWID numbers for all students using these spaces. **Action Item:** Everyone come prepared with an idea of how to do this.

Roundtable Discussion – A few items came up during our final discussion:

- **Hotspots** – Devices will be turned off after one day late and a Bursar (Hard) Hold will be put on the patron at that time for $120.00. A note will be put into the item record in WMS. Action item: Bob will look at Hotspot fines as capping at $20.00; Josh will provide a screen shot to Bob if possible.

- **Public Activity Report** – We discussed the Public Activity Report and the question arose – is there a reason that we report both the patron type & the shelving type? Is there a reason that we report both? Also – should this be the same information that is recorded in our Annual Report? How does this correlate to what we need for Institutional reporting? We will put this on the next agenda: a discussion of what should be included in the Public Activity Report. Is this a question for LMT? **Action Item:** Melissa will bring/send a copy of the reports that she needs information for.