Library Meeting

Date: September 30, 2020

Time: 12:00-1:00

1. Introductions
2. Technology Issues
   a. Cannot access youtube videos
      i. Try embedding in edpuzzle
   b. Is there a method to clean laptops that get returned?
      i. IT would like us to bag them for a few days prior to giving to IT
   c. Virtual Helpdesk?
      i. Issues with inability to reach people making appointments, they do not click on the teams link and they do not answer their phones.
   d. Are students carrying laptops back and forth to school?
      i. No, the laptops are for remote learning, not for in-school
   e. Distributing laptops and hotspots
      i. Too many people are in the link to distribute laptops and hotspots
      ii. It needs to be streamlined and very organized
      iii. The librarians definitely need to be in the loop
3. Circulate books?
   a. Students may come to the library, but they cannot touch books until they find the book that they will be taking out
   b. When students return the books, the books should be quarantined for a week.

Date: December 16, 2020

Time: 12:00-1:00

1. Nearpod training (train the trainer)
   a. PL coaches presented the canvas training class that they developed for Nearpod
   b. Librarians followed the course
   c. Librarians critiqued the cours
   d. Discussed which pockets of teachers have not received the training.

Date: 0ctober 14, 2020

Time: 12:00 – 1:00

1. Ordering questions
   a. Approved Vendors

      b. Ordering from Sora details

      c. Determined % of budget that will go to Sora

2. Smore nd newsletters

      a. Please provide samples of your newsletters on smore

3. Talking points

4. Ask your guidance counselor to make you a teacher of record for your school, so you can communicate with all of the students

5. Media Release forms

      a. With more students choosing remote learning in place of hybrid, it is important to get the media release forms filled out.

      b. Please be aware of who can be photographed or not when using social media and during classes

6. Troubleshooting for our virtual helpdesk calls

      a. Discussed issues

      b. How to best record our issues

      c. Start a file with fixes

Date: 12/4/2020

Time: 12:00-1:00

1. Nearpod training

      a. Training with the Nearpod company representative

      b. Planning to turn key to school buildings

Date: January7, 2021

Time: 12:00 – 1:00

1. Update on migrating to new version of TLC

      a. Do not do inventory until the migration is complete

      b. Send any barcode deletes to Sharon oliver, and she will delete them prior to the migration

      c. The migration should fix the issue of accessing circ at home.

      d. The migration will delete our missing books which have not been deleted

            i. It will not clean up names of students who left our district years ago

      e. The migration will not be a fix for many of our marc records that are incomplete.

2. SORA

      a. Statistical reports show that staff and students are using sora

      b. There are reports showing the number of checkouts per book and per school

      c. Some of the books are classified incorrectly, and need to be adjusted for the correct age range

      d. If you find a book classified incorrectly, please contact Manami

3. Technology
    a. There is an issue loading questar on the CBT laptops
    b. Hotspots have been ordered
4. Orders
    a. All orders should be completed by 1/31/2021
    b. Magazine orders are still waiting to be determined.