Jan 13th, 2009 @1:30pm

Absent: Chet and Kathleen

- Guidelines for Student Assistants in the University Library
  - Work with Mary before EPC meeting (1.19.10)
  - Not all the same guidelines for branches – noted in the guidelines
  - Discussed and made changes to the document
  - Student workers/student assistance (keep consistent for EPC)

- Evals
  - Everyone in the group is doing a great job

- Library Emergency Response Team
  - Met with 1/3 – 1/2 of units in the building
    - Continuing through the building
    - Going over specific parts of doc. For each unit.
    - Meetings help with documentation
  - Specific areas discussed:
    - Linda’s Area: doors
      - Lock, keep closed, bell
    - Stairwell door locked in mailroom behind acquisitions
  - Barb should feel more supported (need to work with people in Horrabin)
  - Dana B. will be asked to meet with our group
  - Not meant to restrict freedoms – just safety precautions

- Budget
  - No money to order supplies or materials
  - Have to change the way we do business

- Other
  - Our group is the most diverse work force in the library system
  - Peggy is working on rearranging periodicals to allow more study space on 3rd.

- Agenda Items
  - Unit reports next month
  - Phyllis will give report on faculty retreat