October 20, 2010

T.J.’s Report

Cross Training Work Group – Service Models
- LSS group has started cross-training
- Group needs to come up with standard format
  o Work flow

Budget
- Oddly quiet about comments
- Materials budget (Haley)
  o Budget has been loaded
    ▪ Still holding orders until Feb. 1st
      • Might have to return
    ▪ Liaisons should get and prioritize book orders still
      • No standard format for prioritizing

EPC
- Oct 5th
  o ERIC microfiche
  o Liz and Barb working on policies
    ▪ Will be given to EPC to review
  o Reserving library space
    ▪ Influx of group study space wanted
  o Travel policy will be updated every year
    ▪ Each group member should look up what funds are available to them
  o Pay for print
    ▪ Still under review
- Oct 19th
  o Box for clothing in the library
    ▪ Need to look into it for branch libraries also
  o Request for space
    ▪ Mock courtroom

Faculty Meeting
- Check Phyllis’ blog for updates
- Group study rooms
- Revised PAA
- Revisited travel

ITAC
- Portal update
- CMS update
  o Training options
Mobile web
  - Apps for stuff on campus
    - Buses, food, etc.

Mobile Comp. Taskforce
- Mobile web
- Marketing committee

Dig. Unit
- Working on the basic definition of digitization
- Staffing and new equipment

Other
- New LOA leave request form
- ILS more web/cloud based
  - Haley attended serial solutions conference
- Grant writing in Dig Unit
  - Preservation grant
- Microsoft Project available

Service Models
- Tech
  - Reports are in and sent out
    - Make comments before Friday
- Allocations
  - Phyllis pulled recommendations from other groups and made bulleted list
    - Put in groups of stuff we can do, stuff we will do, and stuff we would like to do but probably won’t be able to
- Cross-training
  - Haven’t met since early fall
- Promotion
  - Increase facebook presence
  - Listed recommendations

Extra Student Hours (Kathleen)
- Before asking students to work extra hours, supervisors should be notified first.
  - Where does the money come from?
  - Some students can only work a specific amount of hours
  - Volunteers
  - AVOIDS possible confusion
  - Should have a back-up plan if student can’t work