June 4, 2009 – minutes

All present

- Weekly reports are due – noon Monday
  - T.J. would like to continue
    - Very crucial in helping T.J.
  - Admin assistant

- Negotiating Meetings
  - Now through August – 1 a month for both One-on-Ones and Group Meetings
  - Fall/Spring – probably more, but we will revisit

- Documented each person’s work schedule including lunches – security reasons

- Will now always have an agenda ready for meetings

- T.J. being accessible
  - Problems – only going to get worse – emergency planning committee takes up a lot of time

- Barb-
  - Shelving-
    - East room complete
    - Cutting wood for west room
    - New posters and banners
    - Lounge area more inviting
  - Very happy with the way things are turning out. Big thanks to the carpenters for their great work.

- Peggy-
  - Made physical list of all items in storage
    - Damaged, bound, used, unbound, etc
    - A through E complete
      - Researched empty space and how much needed
      - Looked at room between shelves and microfilm – not handicap accessible

- Linda-
  - Goal is to digitize one whole area
    - Can’t display
    - 55 maps
  - Benchmarking
  - Would like to start working on actual collection
  - Thinking about Linda becoming a publisher or re-publisher
  - There is a strong need for digitization
  - Needs
    - More equipment, access, storage
• Kathleen
  o Returns
  o Reevaluating books
  o Cleaning up item notes
  o Weeding
  o Benchmarking and statistics

• Haley
  o E-serials
    ▪ Initially 1400 in one year
    ▪ Actually 600 in one week
  o Periodicals from storage

• Peggy
  o June 7th-16th there will be no OPEC requests
    ▪ Some tools will not be working
      • Text me
      • Requests
      • Other available copies
      • Web Voyage
  o Set 1 computer to offline function

• New Web Page discussed
  o RFP- how you update

• Presidents Advisory Council
  o Adams Street Strategic Plan
  o State Budget – only three months behind
  o Enrollment a little down, but mostly the same
  o QC playing a bigger role

• Evals
  o Weekly reports are very helpful

• T.J. presented at Faculty Sum. Institute

• Reviewed existing policies
  o Working with Liz
  o Need to be done by June

• Workflow manuals need to be ready for cross-training
  o Peggy and Christian are looking into putting it online for access

• Other
  o Clock in/Clock out – for Peggy’s Students
  o Chemdraw – for drawing chemical structures on the computer
  o Part of reports and thesis’s

• New Union President – John Miller
  o Would like to invite to next LSS meeting
- Prepare questions
- Talk about Pay for Performance

- Security
  - Library didn’t get to participate in training exercise
    - We will have more info when they give the summary
  - Admin Assessment
    - Training materials
    - Review of policies
  - Incident Reports
    - Point to what we need to work on
  - Talking about training 4 times a year
  - Locking administration door at all times
  - Everyone is concerned about security