

August 11, 2010 – Meeting Minutes

Attending: Chet, T.J. Barb, Peggy, Linda, Liz

Reminder: LSS meetings are mandatory

Emergency Exercise:

- When do we contact the branch libraries
 - Need to be contacted by main library so they are fully informed
- Need to be more communicative
- Found many things to fix
 - Example: doors
- Next step – meeting with emergency team and discussing what we've learned
 - Send out information – will communicate with library
- Will do more in future
- Getting after action reports from OPS and Dana
- Dig area is problematic
 - Good to lock doors

Budget:

- Working with less money
- President says we only have 25% of budget
- Materials
 - Example: can't get all journals
- Pro: can find out what our core needs are

Service Models:

- Chet – Technology
 - Brainstorm what we would want to do
 - How to save money/time
 - Tech. service areas
 - Tech. support
 - Standards 3 or 4 year rotation is important but costs \$
- Peggy/T.J. – Allocation of Priorities and Resources
 - Employee 9 month employment contracts
 - Cross training
 - Space issues
 - Phyllis will give reports at faculty retreat
- Barb – Cross Training
 - Have to wait till other groups give reports to make recommendations

Instruction:

- Is instruction wanted from LOA's?
- Barb gives instruction already

PAA's:

- Linda will give a report at the LSS meetings
- Anyone is welcome to come to the meetings.

Can the LOAs in the library obtain a PAA in 3-4years. If you do not think it is possible please let me know as the John is seeking feedback.

In order for us to able to obtain a quality point as the others advising and teaching, we will have to have workload documents made for us. John will work with us on that.

The PAA form completion date is now September.

Staff Fall Semester / LSS Fall /Semester Meeting Schedules:

- Email T.J. with recommendations on schedules for Fall 2010
- Hours of operation – Phyllis doesn't want to reduce anymore
- Branches are staying the same – done
- LSS group meets once a month
- One-on-One's once a month
- T.J. will be scheduling open hours in Jeff Matlak's old office for semester

Other:

- T.J. got a report saying LOA's should be communicating information to their staff.
- No complaints – T.J. and group are confident in communication with their staff
- Meeting minutes are posted online -- <http://www.wiu.edu/library/units/lss/>
 - Open to all of library/campus
- Group is instructed to take communicative action if needed
- Suggestion: have 1 central place for all minutes for all groups
 - Library wide

Agenda for next meeting:

- Unit Reports
- Linda's PAA's
- Service Model Updates