

Monday, July 14, 2008

Meeting Minutes

- Would like a 72 hour turn around
- Not an LOA meeting

Projects

- How does group want projects handled/assigned
 - Email
 - Group doesn't mind verbal assignments as long as there is a follow up email
- If an assignment is given, individuals should keep documentation to cover their actions
 - Group agreed that projects can be assigned verbally but written assignment document should be prepared to include goals and description of project, responsibilities including coordination, collaboration, reporting, and assessment, timeline, list of others, etc. with whom you will collaborate.
 - Easier to communicate
 - Done in email form – assignments
- Using ILLiad vodcast as practice project
 - Very basic vodcast on how to create an ILLiad account.
 - Peggy will utilize vodcasts and take training to student workers
 - Some projects will be worked on together

Liz, Andrea, and Jeffrey's Beginning of the Fall Semester Outreach Project

- Would like each person to volunteer at tables
- Give aways
 - \$100 from bookstore

Incident Reports

- Need to do a better job of compiling incidents throughout library system (branches)
- Need to create some sort of program to collect statistics

Communicating with TJ

- Should talk to TJ first before taking matters into your own hands
 - When it's a decision that needs to be made by TJ
 - Unless police situation
- Keep TJ informed of things going on in each department
 - Maybe an end of the week call to sum things up
 - Afraid that documenting each little thing will keep from getting a lot of things done
 - Need to let TJ know about projects

These Meetings

- An Idea that isn't shared is a bad idea
- Speak in professional manner
- Wants everyone to feel comfortable
- Clear on when a decision is made through the use of the groups minutes
- Should feel comfortable disagreeing

Unit Coordinators Meetings

- A question was posed about Unit Coordinator meetings. Would they continue?
 - Too many people participating?

Divided Committee Votes

- This would give a greater chance of someone getting on council
 - That way there would be representation of the group

Feedback

- TJ would like each person to give feedback as to what they think of his managerial style
- How does TJ prove he is going to empower this group to be in the decision making process

Auditing – Side Notes

- Individuals were audited a little over a year ago
 - Made LOA
 - Had option to be voting member or non-voting member

Name for Group

- Library Operations
- Customer Service Representatives
- Still open to suggestions – (no decision made = NDM)

Moving Group Forward

- If anything comes up that could help, please let TJ know
- Training
 - Utilizes an inexpensive tool available
 - OPS
 - Human Resources
 - supervisor training
 - how to deal with change
 - diversity, etc.
- any other suggestions are welcome

- want to make training a regularly scheduled thing

Communication

- What is the most effective way for TJ to communicate to group
 - How to report back from other meetings and committees that he attends
 - Admin retreat?
 - What other meetings does group what info from?
- Hopes to be able to allow each member to attend other meetings and committees in his place

Evaluations

- Will follow rules of Union and HR
 - **Decision:** discuss UPI contract at these meetings
 - Break it down in manageable sections

Shadowing

- TJ asked if the group if they would like him to shadow each person
 - Hour of “peak” time
 - Would give TJ an idea of the workflow
 - See similarities and differences with each department
 - Who main customers are
- Doing same thing with Cataloging
- **Decision:** TJ will schedule times to shadow each member of the group

Project Assignment Format

- List of things on form
 - Date
 - Project description
 - Notes
 - Assessments
 - Time lines
 - Success
- TJ’s form or groups
- TJ wants a form for both assigned projects and projects done on own
- Using Linda’s vodcast project as guinea pig for project assignment form
 - Use this to gain feedback

Wrap Up

- Shouldn't be afraid to ask to put something on the agenda
- Need to schedule an individual meeting with Peggy
- If no dissension or hesitation is presented then it will be assumed that the member is in agreement with statement