

August 21, 2009 – Meeting Minutes

Linda Wade absent

- Unit reports – send to Liz
- Email T.J. fall work schedules please include lunch time
- Barb and Kathleen were asked to consider attending the new faculty orientation next year
- Peggy's unit have started using electronic time sheets for the students
 - She will be presenting to rest of the LSS group
- T.J. report
 - Mobile Computing Task Force
 - Please look at ItunesU (social networking)
 - Survey will be going out this semester please participate
 - Faculty Retreat (Provost)
 - Fiscal responsibility
 - Data driven institute – official launch of using Libstats within University Libraries
 - Faculty Retreat(Dean Self)
 - Peggy please set up training sessions for use of microfilm and equipment
 - Unit plans—less students = some classes were cancelled
 - Travel Policy
 - Collection Development
 - Binding budget
 - T.J. applauds the LSS Group for aggressively reviewing their budgets to verify/suggest where money could be saved. Should be preparing for another budget cut.
 - Scholarly communication- T.J. will give updates
 - Libqual
 - We pay set questions – no local questions
 - Please respond to Felix's email
 - Pay attention to any future emails
 - Policies
 - Send all policies to Liz
 - Peggy sending Food/drink policy to Barb & Kathleen
 - T.J. will review
 - H1N1
 - Peggy has been asked to prepare procedures for fall semester
 - Basic concise procedures (i.e at shift change, wipe down computers, telephones, etc to help combat germs)
 - What are we going to do?
 - Next meeting agenda : If 40% staff is out sick- what do we do?
 - In regards to student budget do not worry about spending out the student budget

- If employee or student shows any symptoms of H1N1 send them home!
- Customer Service
 - Needs to be more proactive
 - Expectations – we must start going to them instead of waiting for them to come to us
 - Validation through the Library and Provost Strategic Plans
 - LSS Group—please send a customer service article out to the group reflecting:
 - Aware of
 - What we do
 - What we would like to see
- Welcoming Tables report from Kathleen