

LSS Meeting 4/2/09 @2:30p.m.

- ✱ Next meeting will be unit updates.
- ✱ Before next meeting send summer projects to Liz
 - Group will determine project priorities at next meeting
- ✱ Second week in April= individual goal meetings for your staff with TJ
- ✱ Third week of April= decide to use one-on-one meeting or set up separate meeting for job evaluation
 - Will review individual self-evaluations with TJ at meeting
 - Write up after this meeting
 - Review job descriptions
- ✱ Need to set up quarterly review meetings and one-on-ones in advance
- ✱ LSS group needs to make proposal 'how to spend travel money' by April 30th

- ✱ Discussion of weekly reports
 - Reports are due Friday by end of day
 - discussion of if they are not on time
 - evolved into good documentation
 - will be used in evaluations
 - TJ said he liked reports because when other people ask him things he was able to respond to and/or support what they were asking about because these reports keep him informed

- ✱ LOA's doing the brunt of the work
 - All have assumed new roles
 - Administration regret there is no way to reward LOA's
- ✱ PFEP
 - TJ regrets there is no way to reward LOA's because LOA's do not qualify
 - Stephanie and TJ qualify for PFEP
 - TJ mentioned that if he receives a PFEP he would use his first year's award to do something for the LSS group, (i.e. lunch)
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 - Distribution of funds does not seem fair
 - Unknown where money is coming from
 - 1% of all qualifying civil service salaries or 1% of CS in unit
 - LSS group should define PFEP goals; should include Kathleen and Linda
 - Documentation should include incident report from HR

- Should also figure out other supporting documents beyond incident form from HR
 - Figure out variables to be documented
- Individuals may opt out of the PFEP program in writing
- This seems to be a move toward central administration to hold supervisors accountable
- Personalities should not be in play here; should be based on performance
- Goals should be realistic

🌟 TJ's report

- Budget
 - Annual report has been turned into the president and provost
 - No decisions have been made at this time
 - Looks like no new equipment
 - Dean Self will review all position openings; they may be reassigned to other areas if they are filled
- TJ gone April 10th
- Access services 90% complete; still waiting for UTech to install LAN lines
 - Peggy and Linda have done a good job incorporating ILL into access services
- EM 323 class will be training in the library
 - May 27th= active shooter
 - Will work with LSS for training fall, spring, summer
 - Water issue in curriculum lab
 - No fire extinguishers in some areas
 - No fire alarms in acquisitions, cataloging, and digitization
- Dean has asked for travel proposal from faculty and civil service
 - How do you want the travel budget spent?
 - Events to go to separate from mandatory events
 - Include unanticipated events
 - Marketing in person
 - ALA support staff
 - CARLI training and events
 - Training for new systems(would like to attend training or be provided training)
 - Webinars
 - Training for upgrades (would like to attend training or be provided training)
 - Library must train cultural center for upgrades in new systems according to MOU
- ITAC website user study March 30th
 - Let TJ know anything you like or dislike about the current WIU website

- 2-4 new versions of WIU website; we will examine them as a group
- CARLI meeting; catalog changes
 - Bulk loading, including digital images
- ALS meeting TJ
 - Basic digital copyright /CARLI Book Digitization process/money, training and technology issues
- Voyager upgrade in June
 - Discussion ensued about adequate training for everyone
 - Past mistakes will not be repeated