

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
 - Returns
 - Reevaluating books
 - Cleaning up item notes
 - Weeding
 - Benchmarking and statistics
- Haley
 - E-serials
 - Initially 1400 in one year
 - Actually 600 in one week
 - Periodicals from storage
- Peggy
 - June 7th-16th there will be no OPEC requests
 - Some tools will not be working
 - Text me
 - Requests
 - Other available copies
 - Web Voyage
 - Set 1 computer to offline function
- New Web Page discussed
 - RFP- how you update
- Presidents Advisory Council
 - Adams Street Strategic Plan
 - State Budget – only three months behind
 - Enrollment a little down, but mostly the same
 - QC playing a bigger role
- Evals
 - Weekly reports are very helpful
- T.J. presented at Faculty Sum. Institute
- Reviewed existing policies
 - Working with Liz
 - Need to be done by June
- Workflow manuals need to be ready for cross-training
 - Peggy and Christian are looking into putting it online for access
- Other
 - Clock in/Clock out – for Peggy's Students
 - Chemdraw – for drawing chemical structures on the computer
 - Part of reports and thesis's
- New Union President – John Miller
 - 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 Assesment
 - 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