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Library Staff Meeting : 1995 : 11 : 21

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STAFF MEETING
November 21, 1995

**The next staff meeting will be Tuesday, December 19, 1995 at 2:00 p.m.
The chair will be Barbara Reynolds.**

Deb: Deb gave a brief report on the workshop: *Organizational Change: Push Me Pull Me* attended by her and Tina. The workshop was hosted by Maureen Sullivan and sponsored by ACRL (American Colleges and Research Libraries). The topics of the workshop included: how change affects people's participation in organized settings, how to overcome resistance to change and how change is defined.

Barbara: Barbara asked for ideas on how to store the toys collected for Operation Santa Claus. The toys will need to be stored until December 13th. It was suggested that the library be a collection site and the police department handle storage. Lanny stated he will discuss this idea with Bob Siwik.

Lanny: Lanny discussed the carpet color scheme for the new library. The color will be teal with black flecks. He also announced that windows are being installed in the new building. Lanny asked for suggestions about handling the manually operated loading bay door. No side door will be located on the loading dock. The problem is who will handle access through these doors. These suggestions were discussed: make the door key operated and give a key to the mailroom, secure the doors leading to the library and leave the loading dock door open or have an outside buzzer that rings in the person's office responsible for the mail.

Jackie J: Jackie asked that people working at circulation be careful when giving change. There have been a few shortages in the cash register. She also asked that items to be added to reserves be placed on the vacant desk in the reserve area. The search for the weekend and night librarian has been narrowed down to five candidates. The search committee hopes to narrow the pool down to three or four. Interviews will be held the second two weeks in December. The job may be filled by mid or late January.

The meeting was adjourned @ 3:10 p.m.