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Library Staff Meeting : 1995 : 10 : 24

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**STAFF MEETING
October 24, 1995**

The next meeting will be Tuesday, November 21, 1995 at 2:00pm. The chair will be Rodrigo Diaz.

Lanny: Lanny asked Ed to be the contact person with the computer center. All computer problems, including e-mail, should be reported to him. If Ed isn't available leave a message on his voice mail or contact Barbara.

Ed: The library's home page is being redesigned by Ed, Tina and Kathy. A handout of the home page were passed around. Please notify the committee of any changes. A handout of the new logo for pointers were also passed around. Personal home pages were encouraged, but not as links to the library's home page. A complete list of the library staff will be provided on the home page. The list will possibly consist of names, e-mail addresses, work phone and title.

Jackie: A dummy id will now be provided at the circulation desk for patrons to view av materials without a student id. A driver's license will be accepted. Six individual keys will be made: 4 for viewing rooms and 2 for FEED rooms. The FEED's keys should only be used as a last resort.

Lanny: Lanny stated that in the last furniture and equipment meeting no plan has been finalized on who will move the office furniture. A budget of 1.1 million dollars has been set for buying all equipment. Anyone wishing to tour the library site should contact Lanny.

Deb: The library safety meeting will be Tuesday, October 31 at 1:30 pm with Officer Margie Carr.

The meeting was adjourned @ 2:45pm.