

9-19-1995

## Library Staff Meeting : 1995 : 09 : 19

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**STAFF MEETING**  
**September 19, 1995**

The next meeting will be Tuesday, October 24, 1995. The chair will be Virginia Champion.

**Lanny:** Lanny reported that all information concerning furniture selection will be submitted today. He also stated that changes could still be made. The moving date is still set for late April or early May. The building will be finished in stages. The first stage will be the third floor and last stage will be the first floor. Lanny thought that maybe the offices spaces could be furnished during these stages. Lanny asked for stories for the upcoming SAPL newsletter.

**Deb:** Deb distributed a handout containing certain emergency scenarios. It was suggested that small groups be formed to discuss how to handle these scenarios. There will be four groups discussing two different scenarios. The groups will be posted via e-mail. It was suggested that a police officer be present during these discussions. No date has been finalized.

The deadline for the library newsletter is Thursday at 5:00 pm.

**Barbara:** Barbara discussed the events calendar. The library needs four more people for a team to participate in the Heartwalk. E-mail Barbara if you would like to participate.

**Tina:** Tina stated that the deadline for the weekend/nights reference librarian is September 30, 1995. She has received twenty-eight applications. The applications are located on Tina's desk.

**Jerry:** Jerry asked everyone to remember that the information on the homepage should be periodically updated. All updates should be given to him.

**Signe:** Signe asked everyone to try the new sub locations in LUIS.

**Susan:** Susan asked Barbara to check about getting the correct phone numbers listed in the campus directory.

The meeting was adjourned @ 2:25 pm.