

5-13-2004

Library Staff Meeting : 2004 : 05 : 13

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Staff Meeting
Thursday, May 13, 2004 @ 2:00 p.m.
Library Conference Room

Present: Kathy Arsenault, Jan Boyd, David Brodosi, Steve Forseth, Chris Heinrich, Deb Henry, Karilyn Jaap, Bob McKenzie, Tina Neville, Jerry Notaro, Candice Pascual, Barbara Reynolds, Jim Schnur, Berrie Watson, Maria Xakis

Announcements:

1. A warm welcome was extended to our newest staff member, Sr. LTA Candice Pascual. And a sad farewell was given to Office Assistant Maria Xakis, with thanks and appreciation for her fine service over the past two years. Maria will be missed.
2. Kathy distributed copies of an article concerning ID theft, titled "Students are choice prey for identify thieves." Since a lot of the university's handling of personal information is still centered on Social Security numbers, care must be taken to prevent sensitive information from getting into the wrong hands.
3. Encourage use of the complaint/compliment/suggestion box, Kathy urged. A database is being maintained of the entries, which help to gauge the effectiveness of library service, as well as pinpoint possible needs, such as increased library hours.
4. Deb, Tina and Jerry have been working on a project to give the Library a friendlier atmosphere, and have created a diversion area near the front entrance, with several Stress Busters: handheld games and game boards. Closed caption TV will be the next addition. A display will profile each Library department in turn, highlighting what each does. The committee has also been pursuing the possibility of establishing a beverage bar in the Library, run by an outside vendor similar to Starbuck's. A discussion followed on such subjects as location of the refreshment area.
5. Search procedures are being put into place for Jackie's position.
6. Steve announced that AV has already begun shelf-reading. A schedule of each assignment can be found in the Mail Room.
7. David announced that the ID card system needs updating and some of its equipment must be replaced. Orders will be placed soon.
8. Chris reported the fall/spring census of periodical usage has been completed.
9. Berrie—all public machines have been recloned. A brand new uniprinter has been received and set up, and the next project is the laptop at Circulation. All staff computers have been patched and are up to date with virus protection.
10. Jan reported that almost all the records have been switched over to EBSCO, and Tech Services is working on coding into the new system.
11. Jerry—the proliferation of new types of IDs continues. Delma Rodriquez is retiring next week. In answer to a question, Jerry confirmed that Danka refunds any loss on their copy cards by restoring

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credit on the card itself, never with cash. Patrons must leave the card at Circulation to be revalued.

12. Karilyn announced that a small order will be going in next week. There is very little left in the book budget. Karilyn will use the periodicals usage survey to determine which materials to cancel. Kathy said that next year's price increases for electronic resources will range from 10%-15%, and it is possible that funds may have to be transferred from the regular book budget.
13. Deb will distribute OCLC Web Junction brochures, which she obtained from TBLC. Web Junction "is an online community where library staff meet to share ideas, solve problems, take online courses...."
14. After the business meeting, Maria conducted an excellent PowerPoint presentation on Sick Leave and FMLA (Family Medical Leave Act) The FMLA form is posted on the Library intranet.