

**Librarians Meeting**  
**Tuesday, February 3, 2004 @ 2:00 p.m.**  
**Library Conference Room**

**Present:** Kathy Arsenault, Deb Henry, Karilyn Jaap, Jackie Jackson, Tina Neville, Jerry Notaro, Signe Oberhofer, Jim Schnur, Berrie Watson

Maria conducted an excellent PowerPoint presentation on FMLA (Family Medical Leave Act), and demonstrated the use of the Leave Request form. This form will be posted on the Library intranet.

**Announcements:**

1. Jim reported on the progress of the AVP/Academic Affairs search, which has been narrowed down to 38 applicants, none internal.
2. Berrie – In the near future, most of the computers in the public areas will be locked down, so that only authorized persons (students and staff) will be able to use them. The stack computers and web express machines will have proxy back. Users must show proof of application. Signs will be posted at Reference and on the machines. Berrie is working with Physical Plant to install a monitor on a swivel at Reference. Cloning of the laptop computer was discussed.
3. Jackie stressed the importance of checking the eligibility of all SPC cards. On Friday, 2/20, 57 Admiral Farrugut students will be here for library instruction.
4. Jerry announced that the search for multicultural director has successfully concluded.
5. Deb reported on the search for AVP for Research and Community Partnership. Deb also reported on the latest Library Council meeting during which she was assigned to be universal recipient of suggestions for changes to make the Faculty Governance statement a stronger one.
6. Tina reported on the Faculty Research Committee. The committee would like to compare research assignments among Colleges so the Library needs to determine what portion of job assignments involve research
7. Signe – The Web Advisory Committee (WAC) is looking for news to post. There is no word as yet on John Keeth's retirement celebration.
8. Karilyn reported that allocated acquisitions funds are almost gone. However, in anticipation of the \$50,000+ carry forward funds that may soon be available, she will continue to collect yellow slips and compile orders.