

October 14, 1993

TO: Library Staff
FROM: Mary Grigsby *Mary*
RE: Meetings in October and November

Here is an update of the agenda for our next Staff Meeting, Tuesday, October 19. Please note that the November meeting has been changed to Monday, November 15, same time, same place.

Revised agenda for the October meeting:

1. Fire prevention report -- Jackie Jackson
2. Voice mail update -- Jerry Notaro
3. Video on automated check-out machine
4. Report on TBLC -- Jackie Shewmaker
5. Report on underground newspapers -- Jim Schnur
6. Announcements
Change of November meeting date -- to Nov. 15
SOLINET Workshop *march?* *Grant writing workshop*
7. Committee reports
8. Policy reviews
9. Other

Coverage of the two desks will be done by the two librarians whose Reference desk times span the meeting hours.

MG/br

*materials from
m. grigsby*

*Library Society
who will be there
at the meeting*