Staff Meeting: 4/11/11

In attendance: Peggy Phetterplace, Cindy Campbell, Steven Kolberg, Jill Uhler, Diane Jackson, Heidi Swanson, Chris Ludvigsen, and Bill Shuluk (briefly)

1. Discussed communication between students and staff. Would like to evaluate strengths and weaknesses of students; keep a log of who is trained on what; and make a list of do’s & don’ts on the phone, etc.
2. Check on student eating in library especially around meal times. Do more walking around and make sure lights are on in study rooms.
3. “Keeping students busy” projects: Steven made list for cataloging projects; putting reserve book marks into books that are without one.
4. Sharing information on staff shift changes. Steven has made signs for carts specifying “needs to be shelved,” “needs to be barcoded,” etc.
5. Should halt barcoding at 7:30 every night and start shelving. It is okay if a few books are left for the morning.
6. Processing desk is working well. If students have any questions, they should ask Steven or Cindy not each other.
7. Summer project of barcoding and sensitizing all books. Ask Bill about purchasing a hand held sensitizer. Collier uses one.
8. The laptop and camera are in Steven’s cubicle, locked in his cabinet above the monitor.
9. Sensor was brought back to the 3rd floor, but students are not allowed to discharge books on the 3rd floor any longer. Peggy has made sheet of 3rd floor rules.
10. An idea for the fire door would be to get a magnet for the door that would hold it open unless the fire alarm went off, and then it would release it automatically.
11. Chris, Cindy, Jill, and Peggy to be trained by Diane in checking-in serials.
12. Jill to write instructions for staff on billing and items that haven’t gone to the business office yet but reminders have been sent to patron.
13. If a student record does not have the 99 field of patron id filled in, they will not get updated.
14. No changes to any of the front computers.
15. Notch the calendar on top of paper cabinets when putting paper into student printers as a way of keeping track of usage.
16. Remember to mark down transaction stats!!
17. Remember to take down the door count at opening & closing!
18. Karen Kalisz will be working 6-9pm every other Monday.
19. ILL books: due date is set by the borrower college and must be changed manually during discharge.
20. Rethink student assts. – help with communication; pair students with a more seasoned student or staff member as a way to mentor. Give students barcoding who aren’t good at processing.