Staff Meeting Minutes

03/15/12 – 1:00pm

In attendance: Chris Ludvigsen, Peggy Phetterplace, Steven Kolberg, Heidi Swanson, Jill Uhler, and William Shuluk

1. Discussed coming up with a plan for an organizational chart for the library. Bill requested that we review assigned areas, i.e. serials, technical services, ILL and ensure we have trained back-ups. Steven at Bill’s request has reviewed the duties of the serials person. Once the new hire is on board we will decide her assignments outside circulation duties. New employee, Laura Price, will start on May 7. Her schedule after training will be 1:30 – 9 pm, Monday through Thursday. It was decided at this time that Laura will provide back-up for ILL and be trained immediately in this area.
2. Discussion ensued on the need to perhaps review Peggy‘s compilation of statistics. Discussed reasons for and against. Peggy’s will review the monthly reports and see if some can be eliminated (many are available through CCLA, the local reports are the subject of review).
3. Discussed streamlining transaction sheets with students or Laura tallying the results.
4. Discussed followed on the possibility of extended hours of operation and possible changes coming in the Fall due to the residential housing. Bill reported he has had no specific direction from Administration regarding same.
5. OCLC – requests for items not owned. Questions regarding reclamation. Items that we assumed would be withdrawn through the reclamation project are showing up in our holdings. Neither Steven nor Bill know why this occurring. Steven reported he has spoken with a CCLA representative who will seek to identify why and report back.

Meeting adjourned at 2:00pm.