AGENDA

# Edison State College – Charlotte Campus

**Library**

## December 16, 2013

## 10:00 AM

Attendees: Library Staff

Location: Library Office

Please bring: Agenda and pen

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| 10:00 AM | Welcome   * Upcoming closures/times off   December Schedule   * Mary Ann & Stacey off Jan. 2 & 3     Operations   * Student assistants   Begin Monday, Jan. 6  Spring Schedule   * Area updates:   Circulation    Reference  Database update    Office  Printing changes (after meeting)  Time sheets due Tuesday  WEPA  Issue: Vapor/E Cigarettes    News  Late night recap  Preparing for break:  Stop newspapers  Change phone message  Get class/room list from Mike Beane or Mike West  Welcome Tables Mon. Jan 6 & Tues. Jan. 7     * Campus/Library   Campus Closed Dec. 18 – Jan. 1 \*Return to work Jan 2  Classes begin Jan. 6      Discussion |  |