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 WEPAIssue: Vapor/E Cigarettes  News Late night recapPreparing 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  |  |