**AGENDA**

# Edison State College – Charlotte Campus Library

**February 19, 2014 10:00 AM**

Attendees: Library Staff

Location: Library Office

Please bring: Agenda and pen

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|  | * + - * Welcome * Upcoming closures/times off   Spring Break – March 2 – 9 (Open Sat., March 1)  Mary Ann Off – March 11 & 12   * + - * Operations * Student assistants   Students will take turns cleaning quiet study room (Tyler’s area)     * Area updates:   Circulation  Models    Reference  Mango Preview - <http://union.discover.flvc.org/ux.jsp>  Open late for exams – April 21-24 and April 28    Office  Safety Inspection – tomorrow  Printing changes – work in progress  Breaks, lunch hours, and overtime  WEPA – PowerPoint printing issues – need to save a copy of original     * National Library Week planning (April 14-18)   Candy Day - (Tuesday, April 15)  Public Relations & Marketing Dept. will supply bags and candy!  List of candy needed – kisses, mini bars, blow pops (tree?), Jolly  Ranchers, other?     * + - * News   Employee Training – Title VII & Title IX – Friday, Feb. 28, 10 a.m. D108  (Colleen, Maria, Stacey)     * + - * Campus/Library   Student Appreciation Day – Thursday, Feb. 27  STEM Fair – March 18 & 19     * + - * Discussion   Next Meeting: Wednesday, March 19; 10 a.m. |  |