**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.  |  |