**AGENDA**

# Edison State College – Charlotte Campus Library

**April 16, 2014 10:00 AM**

Attendees: Library Staff

Location: Library Office

Please bring: Agenda and pen

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|  | * + - * Welcome * Upcoming closures/times off   8 a.m. – 5 p.m. May 2, 5 & 6 Closed Sat. May 3  Stacey – jury duty week of April 28  Mary Ann off April 22   * + - * Operations * Student assistants   SAs don’t work May 2 - 6 - Summer schedule starts on May 7  End of semester/beginning of summer party – Wed. May 7   * Area updates:   Circulation  Vendor Demonstrations    Reference  Open late for exams – April 21-24 and April 28  Chicago Style sheet revised  New online catalog this summer, maybe May    Office  EOE Statement on ALL handouts, brochures, flyers & signs  Printing – Charges begin in April?     * College/Library reorganization      * National Library Week wrap-up      * + - * News   SWFLN Staff Day – April 30 – Register at SWFLN website  Charlotte Library Staff Retreat – August? (I have to talk to Dr. DeLuca)     * + - * Campus/Library   Awards – 6 p.m. Thursday, April 17  BOT – Tuesday, April 22 3 p.m. – Auditorium  Shredding/Recycling event – Wed., April 23  End of year party April 30  (Penny Pepe getting married on April 26)     * + - * Discussion   Next Meeting: Wednesday, May 21; 10 a.m. |  |