# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 11/18/2015 10:00 AM

## Agenda Items

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|[ ]  Upcoming Closures and Times Off  Closed Nov. 26-29 Thanksgiving! Mary Ann Off – Nov. 30 (Monday)  Jeanette Off – Nov. 19 – 29 (MA work Sat. 11/21; Angie work 1-9) Angie Off – Dec. 8 |
|[ ]  Library Updates Faculty Librarians Meeting: no extended hours for exams (at least for this semester)  Charlotte, Collier closed on Sat. for summer – Lee open Saturdays closed Sundays  |
|[ ]  Campus Updates Holiday Party – Dec. 9 Spring Enrollment    |
|[ ]  Student Assistant Update – Colleen Spring Schedule  |
|[ ]  Office Update – Laura   |
|[ ]  Technical Update - Angie Dean from IT says there will be a college-wide phone message for major  holiday closings   |

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Upcoming Events:

 Birthday Party – Dec. 1, 4 p.m.

 December Staff Meeting – Dec. 10, 2 p.m.

 End of Semester Party????

 CLOSED Dec. 19 – Jan. 3 Reopen 8 a.m. Jan 4.