# Library Staff Meeting – Charlotte Campus Library, FSW

Tuesday 12/8/2015 2:00 PM

## Agenda Items

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|[ ]  Upcoming Closures and Times Off  Mary Ann Off – Dec. 14-18  Closed Saturday; Open 8-5 next week and Jan. 4-6  Closed Dec. 19 – Jan. 3 Reopen Monday, Jan. 4; Classes & regular hours begin Thurs., Jan 7  |
|[ ]  Library Updates Jill’s last day Dec. 18 – replacement TBA Mary Ann at Lee, Wed., Jan. 6 – Meetings |
|[ ]  Campus Updates Holiday Party – Dec. 9 Spring Enrollment   |
|[ ]  Student Assistant Update – Colleen Spring Schedule Student Volunteer – Delana – 4 hours per week Spring Semester |
|[ ]  Office Update – Laura  Building B air handler replacement week of Dec. 14-18 may be very noisy (Testing moved to J bldg. that week; lock quiet study room?)  Another payroll due Mon., Jan 4 before noon   |
|[ ]  Technical Update - Angie   |

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Upcoming Events:

 Holiday Party tomorrow!!!!

 End of semester party Thursday:

 Time?

 Menu?

 Invite?