# 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 | |

Upcoming Events:

Holiday Party tomorrow!!!!

End of semester party Thursday:

Time?

Menu?

Invite?