# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 3/16/2016 10:30 AM

## Agenda Items

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| |  |  | | --- | --- | |  | Upcoming Closures and Times Off  Jeanette Off Saturday – Colleen Work  Mary Ann – Workshop in Sarasota, Thursday, March 24 a.m.  Mary Ann Off Monday, March 28 | |  | Library Updates  Truth-Seeking Workshops – Today 2 p.m. and 5 p.m.  Public Records Requests – email from Mark Lupe \*\*\*Florida law prohibits the  disclosure of library patron records. i.e. patron names or ID#s, books checked  out, overdues, etc. \*\*\*Federal FERPA laws prohibit the disclosure of student  information. If you receive ANY requests, forward them immediately to  Mark Lupe – don’t ignore them! | |  | Campus Updates  Dr. Wright – 2 p.m. Monday, March 21, O-117  Relay for Life – Friday, April 1, 6-12  Wellness Fair – Tuesday April 12?  Penny Project – collection throughout the month of March  Campus Get-Togethers (walk around the lake Monday at noon) | |  | Student Assistant Update – Colleen  Food Policy - if they see someone eating they should notify one of us | |  | Office Update – Laura  Safety Inspection today – Bernie  Spare key for LLI office in key box – only for use by Bonnie LeRoy or current  President (Larry Smith)  Supply orders to Laura | |  | Technical Update - Angie  SWFLN Staff Day – May 11  SWFLN Virtual Collaboration Workshop – April 21 | |

Upcoming Events:

Campus Student Awards: Thursday, April 21, 6 p.m.

End of year party – April 27

New Business:

National Library Week Planning (April 11 – 15)

Laura Y – birthday April 1

End of year pizza party?