# 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   |

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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?