# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 7/27/2016 3:00 PM

## Agenda Items

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|[ ]  Upcoming Closures and Times Off Angie – SWFLN workshop all day Friday, July 29 Angie – Off August 1 - 5 Mary Ann – Off Aug. 8 – 18 (Bill or Tim will be available for emergencies) Mary Ann – Off Aug. 23 Who opens Monday, August 1? Reduced Hours – August 8 – August 24  |
|[ ]  Library Updates E-Books – DDA from ProQuest (Data Driven Acquisitions) continues but with reduced title counts – will be revisited after fall semester Sierra/Encore – Training will be scheduled soon – will take place in spring MLA 8th edition at Reference Desk – no indication which professors will be  using it or when Purdue OWL will update (we will do a short workshop at  August meeting, and example sheet will be available) Fall Workshops have been scheduled Braille textbook for Hillary – B116 closet |
|[ ]  Campus Updates Enrollment Update Ice Cream Social – tomorrow 2:30 – 3:30 High School Classes Start August 10 Welcome Week: Library Lunch & Learn Monday August 29; 12:30 p.m. Campus Resources Fair – Cafeteria – library will have a table – Date TBA  |
|[ ]  Student Assistant Update – Colleen  And Reserves: They look great! Lists available on top shelf |
|[ ]  Office Update – Laura  Donna Merritt – new staff assistant at Lee, part time (will do orders, travel, etc.) Bill says there are funds available for travel to workshops  |
|[ ]  Databases: Updates and what we learned  (Updated list on gray sheet will be available for Fall Semester)   |
|[ ]  Technical Update – Angie WEPA now prints directly from Cloud storage: GoogleDrive, Office 365,  Dropbox, etc. Flash Drives Computer Refresh starts next week – Office 2016 on student PCs |

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Upcoming Events:

 Convocation: August 22, 9 a.m. (Breakfast 8:30) -- Mary Ann and Angie (Mary Ann will

 be there all day for other meetings)

 Fall Classes begin August 25

New Business:

 Figure out what to do about mid-August payroll

 New Book Cart for High School Collection? Through Fall Semester?

Next Meeting: Wednesday, August 24, 10 a.m.

Ice Cream Social Planning