# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 9/21/2016 10:00 AM

## Agenda Items

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| |  |  | | --- | --- | |  | Upcoming Closures and Times Off  Angie Off Friday 9/23  Mary Ann Lee Monday afternoon 9/26; off Tuesday 9/27 and Monday 10/3  Laura Off Thursday 10/6  Colleen Off Friday 10/7 & Monday 10/8  Jeanette Off Thursday 10/20 (select replacement) | |  | Library Updates  Truth Seeking Workshops October 11 & 17  Writing Center will probably be sending students for citation  Unit Plan for Library Services – Bill Shuluk  (Sierra/Encore implementation and training will be a key component, as  will library instruction and collection development) | |  | Campus Updates  LLI Coffee 9:30 – 11 a.m. October 11; LLI classes begin Oct. 19 | |  | Student Assistant Update – Colleen | |  | Office Update – Laura  Preventing Discrimination and Sexual Violence: Title IX, VAWA and Cleary  Act for Faculty and Staff training – tell MA when complete  Cornerstone Modules – All staff should take all 11 modules – tell MA when you  take one – See training calendar – Some might be at Charlotte  Supply orders | |  | Technical Update – Angie  Merging Word documents | |

Upcoming Events:

WMU Kickoff October 18

Benefits Expo October 20

New Business:

Next Meeting: Wednesday, October 19; 10 a.m.