# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 10/19/2016 10:00 AM

## Agenda Items

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|[ ]  Upcoming Closures and Times Off Jeanette Off Thursday 10/20 (Colleen work 1 - 9) Laura off at 11 a.m. Monday 10/24 Mary Ann Off Monday 10/31 Closed Friday, Nov. 11 (Open Saturday)  |
|[ ]  Library Updates Workshops finished for this semester Some professors are specifying MLA 7 or 8, others will take either -- student must know what their professor wants – Batchelder & Roark want 7th Review unattended children policy |
|[ ]  Campus Updates Benefits Expo tomorrow 11 a.m. – 3 p.m. President Albritten: Monday, Oct. 24, 1 p.m. Haunted College 10/28, 5:30 – 7:30 p.m. Various collections: AFC items for hospitalized children; Thanksgiving food; Candy for Haunted College Raffle for Operation Cooper Street  |
|[ ]  Student Assistant Update – Colleen  |
|[ ]  Office Update – Laura  Error messages – Kyocera copier  |
|[ ]  Technical Update – Angie  |

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Upcoming Events:

 SWFLN Annual Meeting – Nov. 16, 3-5 p..m. (Colleen & ?)

 Board of Trustees meets at Charlotte – Nov. 15

New Business:

 Helping at campus events

 Set date for end of semester party?

Next Meeting: Wednesday, November 16; 10 a.m.