# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 11/16/2016 10:00 AM

## Agenda Items

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| |  |  | | --- | --- | |  | Upcoming Closures and Times Off  Colleen Off Friday afternoon  Jeanette Off Nov. 21 - 23  CLOSED Nov. 24 - 27  Angie Off Monday Nov. 28  Laura Off Dec. 12 – 16  Mary Ann Off Dec. 15 – 16  CLOSED Dec. 17 – Jan. 2 | |  | Library Updates  Shorter hours Dec. 15, 16, Jan. 3, 4 | |  | Campus Updates  Advising is now called ACT Center (Advising, Career, Transfer)  Students must have appt. to see advisors.  High school closed all next week for Thanksgiving break  J Building will close at 4:30 on 11/23 – library will remain open until 9 p.m.  Testing open until 7p.m.; ASC closes at 4:30  Welcome Week Jan. 5 & Jan. 9-11 (Do we want to do Lunch & Learn?) | |  | Student Assistant Update – Colleen  Hiring Process for New SAs: Work Study approved, new or updated online  application on file, return questionnaire – will interview in the order received | |  | Office Update – Laura | |  | Technical Update – Angie | |

Upcoming Events:

Turkey Trot – Thanksgiving Day

Birthday Party – Tuesday, Nov. 29 4 p.m.

Bus to 1st Home Basketball Games & Tailgate – Tuesday, 29 – bus leaves at 2:45 (and

free admission)

Campus Social (holiday dress) – Dec. 7, 12:30 – 2:30

New Business:

December Staff Meeting?

December off-campus activity?

Next Meeting: Wednesday, January 18; 10 a.m.