# 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  |

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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.