**Staff Meeting Minutes**

**2/18/2010**

**Attending:** Diane Jackson, Cindy Campbell, Jane Charles, Heidi Swanson, Donna Malaschak, Frank Dowd, Tony Valenti, Rory Van Deusen, Jill Uhler, Peggy Phetterplace, Bill Shuluk

1. Rory Van Deusen spoke with the staff about matters of security. There is a security officer with a gun on campus daily; M – F, 7am-11pm and weekends from 7am-3pm. The Lee Co. Sheriff’s office should be called after 3pm on weekends at 477-1000 or call 911 for medical, fire or other emergencies.
2. New Hire info – Jane, Cindy, Peggy, and Bill are on the hiring committee for the new LRA. The job posting has closed and they are going through the applications.
3. There will be a policy update for the study rooms. The last study room on the 3rd floor corner has been turned into an individual study room with 3 kiosks. Professional signs will be ordered to list the policies.
4. Student workers – Pros and cons discussed; overall it is positive for the library. Scheduling is difficult, but it is good for us to mentor, and it is helpful with our budgetary needs.
5. Library budget was discussed. 57% of book budget has been spent. We’d like to spend some money on updating some computers and getting larger monitors.
6. Mark Trask would like input on Netbooks to check out to students.