Library Staff Meeting 8/6/2009

13:30hrs. meeting began.

14:30hrs. meeting ended.

Attendance: William Shuluk, Jane Charles, Steven Kolberg, Heidi Swanson, Peggy Phetterplace, Jill Uhler, Donna Malaschak, Cindy Campbell, Dr. Beeson

1. Staffing – Everyone on campus is low on staffing. We need to come up with creative staffing ideas for circulation.

* Pinpoint critical hours of highest need.
* Librarians schedule computer lab.
* Hiring of Student assistants.
* Librarians willing to work at Circulation when not busy at Reference desk.
* Scheduling of student asst. break times.

1. Education Curriculum Lab will be housed in the Library for a while longer.
2. Student workers

* We will be hiring additional students- monies allotted in budget will be adjusted.
* We schedule their hours and let them know when they are allowed to take breaks and what tasks they are to do according to work load.

1. Accreditation

* New system of record keeping; there are binders in Heidi’s office that will house documentation until digitalized.
* Goal to begin working on SACS documents at the beginning of October.

1. Budget – Cindy updated all on budget. Encourage all to ask Cindy or Heidi if you have any budget questions.
2. Handouts from Donna on ILL duties and how it works