

LIBRARY SERVICES COMMITTEE
Minutes for September 21, 2004

In attendance: John Andrus, Meredith Bouchard, Jason Torre, Godlind Johnson, Linda Crawford, Maryanne Vigneaux

INFO DESK:

Summary of participants' opinions on the use of the horseshoe during the first two weeks of fall classes was initiated by Maryanne. The committee made some suggestion for next fall: continue to have Academic Advising share the space - since there are many questions related to schedules and classroom locations, have a cell phone and lap top available, have sufficient handouts, keep a list of the offices for the Library building, and post a visible list of the staff working times.

NEW MEMBERS OF LSC:

This is John's last meeting as his term expires 9/04. Dana Antonucci and Kyungmi (Mimi) Lee were elected to fill the vacancies of John and Gulnara. Maryanne's term is expiring, but she has agreed to continue as a Civil Service Representative. Linda Crawford is also remaining as a member.

LIBRARY ISSUES FORUM:

The next forum is Thursday, Sept. 23rd to be held in the large conference room. This forum will be focused on travel reporting. Several staff have been contacted to participate: Linda C., Bushra, Donna, Godlind, Dana, Nathan, Dan, and Chris. The forum will be held from noon – 1:30 pm during the months of September – May. It was suggested to listen during the reporting for possible follow-up issues that could be used as topics for further discussion.

RECOMMENDATION: (Leave in or take out?)

It was agreed to recommend to the A & P committee to update information on recruitment searches, interviewing skills, and guidelines for selection of candidate according to EEO.

NEW HIRE ORIENTATION:

The supervisor of the new hire needs to be involved. Some members were not clear on the method of acquainting a new hire through a tour of the area of hire or all the media areas of the library. There may be a list to indicate the areas.

MEETING DATES:

There was disagreement on the dates/times of our regularly scheduled meetings. At the next meeting a decision can be made on a specific day of the week and time in which we will be in agreement.

NEXT MEETING: October 12, 2004, 2:00 pm, small conference room in Director's Office.