

CHC Library

Staff Meeting Minutes – Friday, Sept 2, 2011

Present: Laura Winningham, Elizabeth Mealey, Stacey Fullwiler, Catherine Hendrickson
Absent: Sam Job, Vickie Sowers
Facilitator: Raju Hegde, Dean
Note-taker: Stacey Fullwiler

Meeting opens at 2:15 PM

I. Mission Statement

R – Mission statement?

L – Do you want me to draft something and then send it around to everyone?

R- Yeah, that sounds good. Should we do a mission and a vision statement? I'm not sure we need both . . . a mission statement

II. Emergency Procedures

R – If something weird is happening in the library, please make sure that you immediately notify everyone else in the library. We'll be better equipped to handle problems if everyone is aware of what's going on – including student workers.

R – If you can't leave your station and you need to get someone's attention, call their extension—if you're helping someone and can't pick up your phone or someone isn't answering, call them back twice, or three times or try to get over to their desk to alert them.

III. Staff Manual

R – Staff manual, Laura?

L – First thing is college mission, then library mission statement, library guidelines,

S – I can produce the general info guide

L – How do you handle unattended children, how do we handle ILL, here I'll give it to you, Raju

R – Emergency procedures, petty cash, binding, gifts – I think we're all in agreement to do this, so let's get everyone a copy of this and we can split it up so different people write different parts.

C – Can we do how do you open and how do you close?

S/E – We already have that.

R – Okay, let's get this to everyone, everyone take a look and see what you can write, and if you've got stuff or written stuff in the past that's been killed or whatever, gather it together and we'll bring this back at the next meeting.

C – Also, student workers . . .

IV. Reserves Organization

R – Vickie and Sam aren't here today, but did anything happen with the Reserves organization

C – I couldn't find a book today, looked under author, title, instructor and it wasn't there

E/S – That's because we don't have it.

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V. Staffing

R – Student workers are gonna start soon, and people have called off sick and everyone's done a good job of covering, so that's good. Catherine, we all know you want some different hours and we will continue to revisit that issue whenever hours or staffing comes up.

VI. Library Hours Spring

R – I'm hearing enough from students that they want the library to be open later, so I'd like us to be open until 9 at least.

C – I'd like us to be open until 10.

R – Okay, but you realize that's going to affect your hours?

C – Well, students run by the bus schedule and I think they need some place to go after class. I feel it's a safety issue, but...

R – Also, if we're open til 9, I want to make sure evening coverage runs until 9:15 so we're not chasing people out before we actually close.

R – Where do you guys stand on the 9 or 10 issue?

E – I'd rather close at 9 than 10.

R – We'll have a new person in the spring so we should be able to have more flexible scheduling.

C – What new person?

R – Well, when Vickie leaves, we'll be hiring someone new which would bring some changes.

R – Library hours? 9 or 10?

E – I vote 9 personally.

L – I worked until 10 for years and I can tell you the last hour is very slow.

R – Well we can revisit this.

C – I have a personal reason for preferring 10 because my Jersey Shore neighbors are in full-swing around that time, but that's my personal preference.

R – Okay, so let's try 9 pm, the library will close at 9 and you guys will leave at 9:15.

VII. Opportunities with Jane

R – I've suggested we partner with Jane's class to have her students come to the library to learn how to access the materials she has online with them. This will bring instruction and instructors together in the library. We're looking for these kinds of opportunities, so this would be good to partner with Jane next semester.

C – We are reaching out, I had Kelly in here today and she didn't know we had the classroom with computers.

R – This also fits in with e-books, where an instructor could read a book and we purchase it in e-book and make it available to students.

L – I know Karen is interested in that.

R – I wonder if there's a grant we could get where we get funding to get all the textbooks available electronically.

E – She and I talked about that, too.

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L – e-books are growing exponentially.

R – well, we could say to publishers, we want to purchase your products, but they have to make them available electronically.

R – So lots of opportunities there for partnering with people both internally and externally. I bring this up not as something we have to right now, but for us to work towards.

VIII. New Business

R – New Business?

L – Once this weeding process is over, we need to talk about the process of ordering and purchasing new books.

R – How did the mass market process go?

S/E – We're not finished yet!

L – Well, it was pretty painful for a couple people. I've got a cart in my office of things to keep or consider reordering.

R – Well, but the goal is to build a strong, representative collection.

Future agenda items:

Ordering/Purchasing books

SLOs/SAOs with Gary and/or Jonathan

IX. Next Meeting: Friday, Sept. 16th, Time TBD

Meeting adjourned 3:50 PM