Library Staff Council Meeting Minutes July 17, 2015

Library Staff Council
Western Kentucky University

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Library Staff Council
July 17, 2015

Library Staff Council met on July 17, 2015 at 10:00 a.m. in Cravens 101. Those present were: Amanda Hardin, Jan Renusch, Alan Logsdon, Shaden Melky, Maria Lewis and Linda White.

Open House

The following was submitted to the LLC for their consideration. Their suggestions for this event are in bold.

An open house type event for the different areas/departments in the library is being planned by the Library Staff Council so that we can all become better informed about work in departments other than our own. It will take place early in the fall semester, mid-September through early October, with the focus on one area each week. Each gathering will be approximately 30 minutes long and will include a presentation about the particular area/department. Time being considered is 4:00 p.m. – 4:30 p.m. so that evening personnel will be included. Details will be forthcoming.

LLC response/suggestions:

1. Map areas and a time schedule to present to the LLC.

2. Have one a month and spread out over the year.

3. Schedule DLTS – 3rd floor for the spring. This is due to the ALMA system conversion. It will not be functional until January and they would have a better presentation of the workflow.

4. Work with dept. heads and coordinators on scheduling and have them lead the tours.

5. Consider longer periods of time for the sessions.

The Library Staff Council met to review the LLC suggestion. DLPS will be coordinated with Brian Couotts, DLTS with Deana Groves, DLSC with Jonathan Jeffrey, ERC with Roxanne Spencer, and LSO with Eric Fisher. The sessions will be done over a one year period and will have approximately an hour time frame. There will be an agenda for the presentations. We will wait until spring for DLTS and LSO due to the implementation of ALMA.

Suggestion Box

The key for the Suggestion Box will be kept in Jan Renusch’ office. There will be a check out sheet so that all LSC members have access to the box. Shaden Melky will create the sheet and Amanda Hardin will locate the key.

Library Committees

LSC suggested that the list of library committees and those serving on them be reviewed and posted before fall semester starts. This suggestion will be given to Dean Connie Foster.
Meeting adjourned at 10:35 a.m.

Respectfully submitted,

Linda G. White