Call to Order- 9:35

In Attendance- Linda West, Vickie Sheffler, Delores Sumner, Brandon Oberg, Darren Tobey, Shannon Stacy, Amanda Chappelle

Announcements-

Friday is the Library potluck

The library took 16 laptops to the UC last night to help students at the Café enroll if they needed to. We helped about 10 students.

Stephanie Ingold’s last day will be January 2\textsuperscript{nd}.

Ipeds statistics are due at the end of February so in January Linda will be asking for statistics from different departments.

Enrollment Management will be moving under the umbrella of Student Affairs but spring university Strategies will still be the same.

Non-Tenured faculty evaluations are due at the beginning of January.

Vickie Sheffler will be hosting a open house at her home on Monday the 17\textsuperscript{th}.

Budget Report-

We are on track with the budget. We need to be watching and tracking student hours for the other wages budget.

In January we will review where we are with ordering supplies and equipment and evaluate what we need to do.

Student billing has been streamlined into one report for charges and credits. They are applied daily.

Agenda Items-

Suggestion to buy a Kwikboost cell phone charging station. The Library Leadership Team decided to purchase possibly two stations at approximately 500.00 each.

Library Materials budget- The materials budget is almost on track. Need orders to be turned in in timely fashion throughout semester instead of at the last minute.

Textbook Reserve- In Samantha's absence, Linda reported on the progress of getting new textbooks for Reserve. Katie and Rachel had developed a list, but it involves over $28,000 of library funds. We are looking for alternatives to that plan.
Department updates-

Samantha Clifford - Finals week is trucking along.

Linda West - Kiley is nearly trained on all of her job duties. The Special Collections project will continue into next semester.

Amanda Chappelle - Ordering is moving right along.

Vickie Sheffler - Just finished President’s reception, Christmas card, invitations, Dr. Bahr’s retirement reception and the Wilson Hall project.

Delores Sumner - Students have finished term papers. Delores is also trying to figure out what she should report for the Indigenous Scholar grant.

Brandon Oberg - R&I working with BA on template for Lib guides. Citation Station has been completed and several professors will be bringing Comp students over next semester.

Darren Tobey - We will be getting our new computers starting on Friday. They will probably install labs on Friday and then move on to the rest of the library. The conversion of programs will probably run behind the installation. Tech Services will have some last minute transfers for some of their programs. And Darren is working on Lars and need to update operating system and SQL on illiad system. Darren will be checking on Adobe questions for Vickie. Darren will also be swapping the tables out in 118a.

At the January meeting of the Leadership Team we will be discussing the goals from the different areas and the strategic plan. We will also plan the library spring opening meeting at the next meeting. We can start dreaming and planning for the library remodel. We are on the list for the spring or summer to have a remodel.

Meeting Adjourned.