Library Leadership Team
Minutes
9/10/2012 9:30am

Meeting called to order - 9:35am

In Attendance - Linda West, Vickie Sheffler, Darren Tobey, Samantha Clifford, Brandon Oberg, Shannon Stacy, Amanda Chappelle.

Announcements-

New HR training- several opportunities and avenues are available for the video. Leadership team decided to have all library employees take their training via blackboard.

Birthday/Anniversary Celebration will be next Monday the 17th.

Chris Westmoreland will be having a Reading and book signing for his book on Halloween at the JVL.

Darren shared that IT would soon be starting the computer rotation.

Amanda asked that if anyone has any ideas about homecoming week please send them to Amanda Chappelle.

Shannon Stacy shared the budget report- see attached.

Shannon and Linda shared with us a new tool to help us track our other wages budget. Shannon will create and share via Google Docs. The goal is for each supervisor to put in the hours of their part time, institutional and work study students each pay period.

A change to the hours of operation for the JVL library concluded with the following hour change.

For Community and collaboration Day in the spring and Fall and also for the MLK day of Service the Library will close on the preceding day at 10:00pm. And will open on the day of the event at 10:00am.

Linda West asked that each department bring their department goals to the first meeting in October in order to Align them with the strategic plan.

Amanda will get in touch with the Communications and Marketing department to find out who is charged for products made with the design studio.

Vickie shared that our current Disaster plan is a bit out of date. The last time that it was revised was 1998. We will be working to reorganize the committee and rework the plan.

We are still gathering equipment requests to prioritize.

Amanda shared that Brenda is working on a t-shirt design. We will offer the shirt in several color options.

Next meeting will be September 24, 2012

Meeting adjourned at 10:50am