

## **Herrick All-Staff Meeting**

**September 13, 2018**

Present: Brett Arno, Ellen Bahr, Amanda Criss, Natalie Skwarek, Dave Snyder, Linda Sootheran, Brian Sullivan

### General check-in

- Linda was welcomed back after being on medical leave throughout the summer
- There was a unanimous agreement that the start of the semester has been an extremely busy time for staff
- Dave noted that half of the student workers at Herrick are new and discussed the orientation session students and Public Services staff from Herrick and Scholes experienced together
- Ellen recommended creating a board with pictures and names of Herrick's student workers and Dave replied that will take care of this

### Thoughts on new administrative structure

- Ellen commented that she enjoys receiving Laurie's weekly updates and staff members nodded in agreement
- Brian wondered whether others feel that he and Laurie are accessible as they spend their time in two buildings
  - o Staff are in support of the current structure and of Brian and Laurie's scheduled time in both libraries
- Dave brought up the issue of compensation for support staff and asked whether Jenica's report recommendation is being taken seriously
  - o Brian stressed that Laurie is advocating on behalf of the library staff to receive fair wages
  - o Ellen inquired whether the program review could be used to push for higher salaries
  - o Brian concluded that the report will continue to be looked over periodically and that job descriptions are currently under review

### Time off and calendars

- The electronic outlook calendar seems to be working well for keeping track of dates and times staff are off or otherwise unavailable

- Brian would like to student workers to have access to the e-calendar so that eventually the paper calendar can be phased out

#### Search committee updates

- Gina Lombardi is Herrick's new part-time Visiting Library Instructor
- The new Public Services Coordinator at Scholes has yet to be determined
- The search committee for the posted Technical Services Assistant role at Scholes has received two applications so far and will wait for a few more to come in before conducting Skype interviews

#### ALMA updates

- The next piece of the ALMA process is configuration
- Several staff members will attend an ALMA conference in Syracuse this December
- Several ALMA workshops are coming up
  - o Ellen will send out invites to workgroups and individuals depending on the topic of the workshop
    - Example: Public Services, Tech Services, etc.
  - o Dave will make sure that there is adequate student coverage at the desk during the dates of the workshops

#### Library spaces

##### *Dave*

- Discussed his ideas for the ground floor
  - o Purple and gold study rooms
  - o Nautical-themed study room
  - o Saxon Station
- Commented on the wasted space where the microfilm and microfilm reader sit and his plan to convert the area into several cubbies for students
- Mentioned the possibility of purchasing a phone booth to place in Saxon Station

##### *Linda*

- Talked about the color scheme in Herrick and advocated for an outsider's perspective on pops of color that could be incorporated throughout the library

##### *Ellen*

- Asked the group whether there is a process in place to provide input

- Emphasized that signage throughout the library needs to be consistent and well thought out

*Brian*

- Stated that observations and feedback for library space changes can be discussed with any member of the Public Services team

Shelter in place drill

- The shelter in place drill will be discussed at the upcoming University Libraries all-staff meeting