

Public Services Team Meeting

November 2, 2018

Present: Patty Barber, Marilyn Dueno, Mechele Romanchock, Natalie Skwarek, David Snyder, Brian Sullivan

Brief sharing around the room

Dave shared his recent awesome experience of helping a patron find a misshelved book in Scholes. Mechele commented that she would like to be informed of any areas in which books are out of order so that designated book hunters can devote more time to shelf reading those areas. Dave added that he would like to create a training plan with Marilyn specifically designed to help book hunters effectively find misplaced books.

Shelter-in-place drill

Mechele wondered whether the shelter-in-place drill document she created needed any modifications. Everyone in the group felt that the document did not need any changes. The All-Staff meeting discussion was recapped with Mechele. Herrick will meet with ITS and CAS to discuss the use of space and possible collaboration between departments in the case of a shelter-in-place situation. It was stressed that everyone's own safety is a top priority and that it is up to each individual to make the moral decision to help others if and when it is plausible to do so.

Program event statistics

Mechele began the discussion on program event statistics by asking whether Herrick had a formal document to keep track of events. Natalie answered that while she does record events in her meeting minutes and collects event flyers for Herrick's annual reports, there is no centralized document containing such information. Mechele shared that John Hosford has put together a document specifically for recording events, dates, times, and attendance. She will share the document with the group.

1,000 question challenge

The number of reference questions answered thus far for the 1,000 question challenge will be updated on the AU Libraries' whiteboard. Herrick questions still need to be added into LibAnalytics so that progress is accurately depicted.

Welcome event for Marilyn

A dinner for Marilyn will be held in Scholes on Friday, November 16th at 6 p.m. A soup and sundae bar will be made available to accommodate the varying tastes and preferences of all who attend. Scholes student workers and Public Services team members are welcome.

Herrick programing event

Gina will be leading an event in Herrick on November 16th at 7 p.m. in honor of National Novel Writing Month. A blog post featuring the event will be added to the University Libraries' websites and flyers will be posted throughout Herrick. Gina may also add the event in AlfredToday. The Public Services team will do everything possible to be support and encourage Gina as she takes the lead on her first library event.

Saxon Station- Dave

Dave shared an update on Saxon Station. He has received the go-ahead for up to \$3,000 for this project which will be implemented in stages. The first step will be to move the microfilm and microfilm reader and then to order restaurant booths. He is considering a light gray color scheme for the area.

ALMA webinars

Mechele encouraged everyone to accept the invitations they have received to attend various ALMA webinars and stated that attendance is a priority.

Google Calendar student desk schedule

As student sign-ups for spring semester classes are approaching, so are sign-ups for shifts at the University Libraries. Natalie will meet with Dave and Marilyn to teach them how to create a schedule in Google Calendar and to explain the process of sending out sign-up instructions. In the future, Marilyn will decide whether she wants to adopt this system or to use another approach as she sees fit.