

Herrick All-Staff Meeting

October 11, 2018

Present: Brett Arno, Ellen Bahr, Amanda Criss, Marilyn Dueno, Gina Lombardi, Laurie McFadden, Natalie Skwarek, David Snyder, Linda Sootheran, Brian Sullivan

Welcome to Marilyn Dueno (Public Services Coordinator, Scholes)

Marilyn was welcomed and everyone introduced themselves through an icebreaker activity.

ESL, APEX, and cultural understanding

ESL guides have been added to the New Books Collection.

Alfred University's new Applied and Experiential Learning Program (APEX) was discussed. Laurie summarized her meeting with Logan Gee, the program's first-ever advisor.

The importance of cultural sensitivity and understanding was also emphasized. Staff should be patient when interacting with students who are learning English as a second language and allow them the time to ask questions and to read their script if they have one prepared.

Rotating secretary for meeting minutes

Due to a significant increase in the number of All-Staff meetings throughout the year as well as Natalie no longer being Herrick's secretary, future meeting minutes will be taken by staff on a rotating basis.

Praises/problems

Gina was thanked and praised for stepping into her new role as Visiting Library Instructor and for providing additional assistance at the front desk.

Building – Issues / Questions

Discussion ensued regarding Herrick's cleaning procedures. Observations were made regarding stained toilets, sinks, and drinking fountains, full recycling bins that have not been changed out, and a lack of toilet paper in the restrooms over the weekends.

Brian will meet with Herrick's new designated custodian to get a better sense of the degree of training she has received as well as the Physical Plant's cleaning priorities.

Updates

Saxon Station

Dave shared his concept of 'Alfred Station' with Marilyn and Gina and updated the staff on his plans to proceed with the project. He stated that he would like to place restaurant booths where the microfilm and microfilm reader currently sit with tables featuring reproductions of Alfred Station and the Erie Railroad. He is also looking to purchase an old phone booth for the space.

Procedures for making improvements – how are decisions made?

As the University Libraries' interim dean, Laurie is responsible for the budget; as interim director, Brian is responsible for the building. Suggestions for making improvements within the library should be shared with the Public Services team, which will then discuss the suggestion with Laurie.

Laurie stated that while the Public Services team is most in tune with user needs, everyone is welcome to make recommendations.

Ellen commented that student feedback is critical for making decisions on library use. She would like to see a process set in place for obtaining input and stressed that librarians need to take leadership in student outreach.

Bad weather policy

Alfred University's 'Inclement Weather Policy' was clarified. No employee at Herrick or Scholes is considered essential personnel and would therefore not be required to come into work during instances in which the rest of the University is closed.

Laurie encouraged everyone to sign up to receive rave alerts if they haven't already.

Ideas for President Zupan's \$1,000 gift

Laurie shared her thoughts on President Zupan's \$1,000 gift for staff advancement. While the gift is discretionary, she would still like to know whether there are any restrictions regarding what the gift may be spent on. Do we want to spend the gift on events? Jackets? Office décor? Additional ideas are welcomed and encouraged.