

Public Services Team Meeting

March 21, 2019

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

NYSLAA 2019

Patty and Marilyn will attend the upcoming Annual NYSLAA Conference. Dave and Natalie will not attend.

Public Services Team document

The team will meet on May 2nd to discuss the Public Services Team draft and make any edits and additions if necessary.

Event Updates

Team Trivia

Team Trivia Night will take place on March 30th from 8 to 10 p.m. in Herrick's BookEnd Lounge. Posters have been printed for distribution and publicity for the event is out.

Phi Kappa Phi

The annual Phi Kappa Phi initiation ceremony will take place shortly after Team Trivia Night on April 2nd in Herrick's BookEnd Lounge.

Massage, Acupuncture, and Therapy Dog Night

Massage, Acupuncture, and Therapy Dog Night will be held in Herrick on Wednesday and Thursday of Finals Week. One dog will attend on Wednesday, and the other on Thursday.

Student workers

Student worker training

While we have run out of time for a spring training session, security and ALMA training will be a priority in the fall.

Performance review form – status update

Marilyn has taken Dave's form and customized it to fit Scholes. All students will rate themselves using the review form while she and staff on duty in the evening will also rate and provide feedback for each student.

Question Challenge update

Statistics were shared with the team. There is a backlog of reference questions that need to be added for a more accurate and current record of reference questions answered by students and staff thus far. Gina will take the lead on inputting backlogged data into LibAnalytics.

Senior Book dedication

Herrick's annual Senior Book dedication is already part of Herrick's budget and does not need to be approved.

Supervisor awards

Dave is taking care of the student supervisor awards.

Senior "sitdown" prior to graduation

Graduating students will reflect upon their experience of working at Herrick and Scholes and discuss resume-building over lunch. The event will cost approximately \$100 between the University Libraries.

Graduation cords

The concept of offering graduation cords to excellent student employees at the University Libraries was discussed. Guidelines and parameters would steer the selection process. The cords could either be offered as an independent award or as part of the June Brown Award, if it were to be extended to Scholes Library. Each cord costs \$8.00 per piece, causing very little budgetary impact.

Projects

Headcount for each library

Patty will update and streamline the libraries' current headcount forms and will offer interested parties an Excel tutorial.

Scholes front desk and entryway renovation

Scholes' renovation project is partially completed. There has been a hitch in setting up a second desk in the front lobby due to parts of the wrong size being delivered. However, progress is still underway.

Workflow comparison/analysis

Workflow analysis will temporarily be put on hold as a centralized location for all workflows is established.

Shelter in place drill

A campus-wide shelter in place drill is approaching and will likely occur sometime in April.