

## Public Services Team Meeting

**June 20, 2019**

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

### Updates

- Personal summer projects related to and outside of Public Services were shared with the group
- An iPad has been purchased for Scholes' front desk, enabling students and staff to input opening and closing procedures as well as headcount statistics electronically

### Computer use statistics

- Computer use statistics were shared with the group, prompting further discussion and questions on the topic:
  - o Should low-use computers be moved to another location?
  - o Should the number of laptops available for 2-hour checkout be reduced, and by how much?
  - o Should a few of these laptops be converted into desktop computers?

### Summer ALMA timeline and projects

- Cutover and data review first week of July
- Second week of July begin identifying and making configuration changes
- Dive into course reserves (Dave and Marilyn) – Set up a few meetings in July
- Look through materials now to get a sense of what needs to be updated
  - o Where is ALEPH documented in our materials? We will want to replace any ALEPH documentation with ALMA policies and procedures
- Update circulation policies on Herrick and Scholes' websites (Mechele will take the lead and create drafts to share with the team)
- Library card application
  - o The library card application will need to be redone and merged so that Herrick and Scholes no longer use separate applications
  - o Barcodes will need to be included on any paper membership applications that are turned in while offline circulation is in place
- No ALMA-generated notices can be sent until the second week of July
  - o Due dates will be communicated as normal to the best of our abilities
  - o The public will not be informed of our internal transition from ALEPH to ALMA
- Possible ALMA training in Ithaca will take place in July
  - o Date and time TBA

### Data entry

- All data should be entered into LibInsight by early/mid-July

### End of fiscal year spending

- Herrick and Scholes' remaining budget should be used to enhance both of the libraries' spaces
- Shared a few ideas of how to best spend the allowance

### Staff evaluations

- Supervisor evaluations of staff are due by July 8<sup>th</sup>