

Public Services Team Meeting

July 24, 2019

Present: Marilyn Dueno, Mechele Romanchock, Natalie Skwarek

Herrick-specific to-do list

Dave tasks

- Remove and relocate business plaque currently attached to shelving unit in Openhym Collection
- Work order paint fix downstairs
- Send signage document to Mechele

Mechele tasks

- Frame English brass rubbings
- Frame poster above telescope near side entrance on main floor
- Talk to Laurie about moving display cases in Learning Commons to area currently holding McNaughton Collection
- Talk to Linda about reducing shelving for McNaughton Collection and moving the collection to the Learning Commons
- Call for pick-up of old furniture from fish study room

Natalie tasks

- Create and print off signage providing context for English brass rubbings
- Post sign on fish study room door notifying patrons that old furniture being stored there for pick-up (minus study table and black chairs)

Natalie and Amanda tasks

- Swap chairs in BookEnd Lounge with colorful soft seating
- Move gray rug into BookEnd Lounge
- Transfer group study table from Drake Wing into Learning Commons near back wall
- Place polka-dotted rug and mini blue soft seat in Children's Room

University Libraries' to-do list

Mechele

- Update team structure document

Natalie and Marilyn

- Send out email reminder to students about mandatory training session and early check-in
 - o Emphasis on mandatory
 - o Session will be paid
 - o Request RSVP
 - o Contact Public Safety and HR about possibly coming in for training session
- Create seasonal staff to-do list spreadsheet
- Brainstorm list of tasks and duties that could be assigned to student workers
- Design / tweak ALMA workflow documents