

## Public Services Team Meeting

October 15, 2020

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

### Seminar Room

The Extra PC can go in Brett's office. Printer can find an off-campus home. Mechele will look at any remaining items on Tuesday. Dave or Mechele will measure for distancing.

### Student Worker Projects

Natalie and Dave will discuss ideas and projects for students from the August brainstorm list. Dave can manage and choose projects for evening and Sunday workers; Natalie can manage and choose projects for daytime workers. Marilyn will revisit plans to have students shelf read the sections that need it.

### Decision tree

Mechele will make and share "decision" tree for tech and ALMA questions.

### Librarian schedule

Mechele will make and schedule of staff working in the buildings.

### Emergency circulation clean-up

Everyone will contribute to the highlighted rows of the document. Dave: the first section, mostly community members. Natalie: student worker keys. Marilyn, Open SUNY patron Terrance L. Ward and Scholes items that are highlighted.

- "Emergency Circulation" clean up, SharePoint spreadsheet attached with action needed highlighted yellow

### Watering plants

Natalie will find one or two students to water plants in Herrick.

## Extended hours for finals and hours for winter break

Decision will be made and shared with systems team at next Public Services meeting.

- Please review the document with proposed hours: [https://alfred0-my.sharepoint.com/:w:/g/personal/romanchockm\\_alfred\\_edu/Edpwro-17FdJisH1w3BH3g0BMe9w5zF1KHFJhJXtnnqJjQ?e=jtUvT9](https://alfred0-my.sharepoint.com/:w:/g/personal/romanchockm_alfred_edu/Edpwro-17FdJisH1w3BH3g0BMe9w5zF1KHFJhJXtnnqJjQ?e=jtUvT9)

## Billing

Marilyn will find out when next bills go out. Mechele will investigate banner access or banner report to alert us when bills are paid. Mechele will confirm if Fulfillment note is the correct note to use. Dave and Marilyn: Confirm with student accounts if those billed in the spring have been cleared. Continue to search for lost items (from lost items not billed in the spring) and contact patrons to determine next batch of items to bill.

## Next week:

New Alma interface videos