

## Public Services Meeting

March 18, 2021

Present: Sherman Clarke, Mechele Romanchock, Natalie Skwarek, David Snyder

### Change in check-in location for visitors

- According to the campus-wide announcement this week, the check-in location for campus visitors has moved to the McLane parking lot Monday through Friday from 8 a.m. – 4 p.m. There is a small tan building there which is currently functioning as a "Welcome Center." Weekend or after-hours visitors should still be directed to Public Safety.

### Herrick student worker key

- All study rooms will have locks installed that can be regulated with one key for consistent functionality. It was stressed that lockable does not mean locked (in the post-COVID future).

### Statistics

- Mechele will send out reminder email to student workers about statistics and why they're important. Library staff and student workers alike are encouraged to continue recording questions for accurate data collection and for driving decision-making.

### Thinking ahead to summer library hours and service model

- Starting mid-April, Mechele will be on campus four days per week. Marilyn will be out Wednesdays and Thursdays until the end of the semester and out for an additional three weeks after the semester ends. A few tweaks have been made to the staff schedule so that Natalie has more structured time working in the archives and on digital projects.
- Everyone should start thinking about the summer service model we would like to implement, as well as taking time off. The least desirable option is having one building open and one closed. No Downstate students will be coming onsite. There will also be no summer ceramics this year. HEOP will be on campus, as well as a few summer courses being offered by the University. It is likely that one student worker will be hired to work at each library for 12 hours per week.
- Summer service model possibilities:
  - One library is open in the morning and the other in the afternoon.
  - Herrick and Scholes are open on different days of the week.
    - Both of these options will require less configuration work by the Systems Team than only having one library open.

### MS Teams in Public Services

- The University Libraries, and Public Services in particular, continue to explore MS Teams. This system provides a good opportunity to reduce the number of tools being used to store information and to interact with each other.

#### How are students doing?

- Public Safety should be contacted if a student expresses thoughts about self-harm or suicide. A student who feels low should be walked to the Counseling and Wellness Center. The Beacon Alert system should also be utilized to help students in need.

#### Student supervisor gift cards

- Student supervisor gift cards will be distributed this semester.

#### New meeting day

- Public Services meeting will now be held every other week on Friday mornings at 11 a.m.