

## All Staff Meeting

2/28/01 – 10:30 AM

Present: Steve Crandall, Pam Lakin, Frank McBride, Laurie McFadden, Rima O'Connor, Toni Olshan, Gary Roberts, Mary Jo Lovelace, Patricia Mebius, Rosalie Mulhollen, Linda Sootheran, Kathleen Sherman, Carol Tenaglia, and Jan Williams.

Absent: Peg Argentieri, Dave Snyder, and Diane Szymkowiak.

### Old Business:

#### Handicap Accessible Entrance

The donor's expectation of the new entrance is to have it available to everyone. We are looking into meeting the goals of the donors by monitoring the use of the entrance using a camera, VCR and a time lapse video tape. This should be in place by the end of summer.

#### Ethernet Wire

Ethernet wire has been removed from the desk area.

#### Work Study Application Forms

Steve and Rosalie will work together to redo the forms.

#### Procedure for locking the doors downstairs

On occasion the doors downstairs are locked. Pam suggested informing the rest of the library staff by email when this happens.

### New Business:

#### Where on the Web is our Bonny King Alfred Contest

The team effort of the Public Relations committee was a success! Gary commented on a job well done by all. Visibility of the contest was gained by the articles in the Fiat Lux, Weekend News, E-News, posters, the banner which hung from the window of Special Collections, and the sash which was worn briefly by our King Alfred statue.

Toni stated there is to be a follow up article in the Fiat Lux and thank you notes are being sent out. The committee will be submitting the contest to the John Cotton Dana award and an article will be sent to Mosaics.

#### Soaring to Excellence Videos

Steve asked the staff what would make the teleconference videos more attractive than in the past. Kathleen will look check with NYSLAA to see how we can earn credit attending the teleconference programs. Steve suggested viewing the videos in two parts. Kathleen

commented that this might help. Viewing the videos at noon would be the best time of the workday.

#### Who Moved My Cheese?

This book is about accepting change. Steve would like each of us to read this and will be looking forward to each of our responses.

#### Special Collections Web Page

Laurie introduced us to the new web page. The same student who designed the main library web page designed it. Laurie reminded us to contact Carol when we need to reserve the meeting room. Carol will post the reservation on the Intranet calendar.

#### Library improvements

We have added a soda and snack machine. Steve plans on rearranging the snack area over break.

Toni shared the plans by the Special Projects Committee to upgrade the General Openhym collection this summer. New furniture will be added along with an inexpensive Oriental rug.

Steve plans on sharing our interest of the use of the library for workgroup meetings with Larry Casey.

#### Support Staff Logo Shirts

Steve thanked the support staff for their demonstration of excellence in service and identifying our connection with the library by wearing our logo shirts.

Steve ended the meeting with the following quote by Henry Ford:

"Coming together is a beginning;  
Keeping together is progress;  
Working together is success."

Respectfully submitted,

Rosalie Mulhollen

February 28, 2001