

All Staff Meeting Minutes

November 5, 2014

Attendees: Brett Arno, Ellen Bahr, Stephen Crandall, Amanda Criss, Susan Eszes, Natalie Skwarek, David Snyder, Linda Sootheran, Brian Sullivan

Weeding Project Update

The weeding project is going well. Of approximately 45,000 volumes, 20,000 of them have been discarded.

Due to the large amount of books and periodicals that are discarded consistently, the bins alongside the building next to the parking lot are often overflowing despite being emptied out every other week. Mud around the bins is also an issue as staff members attempt to discard various materials. The recycling dumpster is also available and not muddy as it sits on pavement. Additional ideas and suggestions on improving the location of the containers are encouraged.

Center for Academic Success

Construction of the Center for Academic Success will begin next summer, either in May or June. The cost estimates of the project have ranged drastically; they are now set at \$300,000. Steve will meet with Earl Pierce and Rick Stephens to discuss further details.

Work Groups

Herrick staff members have decided that work groups will be discontinued until further notice. This includes the Publicity Work Group. Natalie has taken over publicity efforts on her own and now that fewer events are offered, it is unnecessary to have an active working group focusing on this particular area. At the end of the semester, Natalie will put together goodie bags for all of the student workers.

LibAnalytics

Brian oriented staff on adding records to the LibAnalytics website, as well as on organizing questions by various categories. It was emphasized that LibAnalytics is relevant for patron questions only; questions by staff and student workers should not be logged into the system. Increased participation in keeping track of questions was also encouraged in order for the website to display more accurate data.

Semester Projects

Steve has been working on weeding as well as on generating a report to show how Herrick is utilizing strategic planning through measured assessment.

Amanda stated that things are going well with ILL. She has noticed an increase in requests for recreational DVDs.

Natalie has been training students, supervising the front desk, and digitizing materials, answering research questions, and weeding and filing in the Archives.

Susan has placed her efforts in mailing list removal. Due to her efforts, there has been a drop in the amount of materials that are placed in the removal box.

Linda has finished the PZs and is working on withdrawing the remainder of the VHS Collection. She is also working on the One Bib Project.

Dave has hired a number of new student workers and has trained them to manage the front desk effectively. He has also been shifting and is preparing to teach a class next semester.

Brett has focused his time on system maintenance, updating DSpace, and printing help. He also took a course on XML.

Ellen has been working closely with Brett and Trevor on ILL, Lib Guides, and coordinating monthly meetings with ITS. She is also leading a Digitization Working Group.

Brian hosted 15 library sessions and helped with various research questions. He is currently teaching an honors seminar and is taking part in the Personal Librarian Program.