

Librarian Meeting

Sept. 3, 2007

Present: Susan S., Ellen B., Steve C., Laurie M.

Since Susan will be retiring at the end of this academic year we need to review her job description to make sure it is written with a focus on areas that are mission critical and those that directly impact students. Steve will then submit the position for approval to rehire. We'll have a separate meeting to look at the job description and discuss the search committee process.

The moving company will return this week to pick up their white shelving carts that are occupying quite a bit of space on the ground floor. The elevator should be repaired tomorrow. We're still waiting for physical plant to assemble some shelves and waiting for more furniture to arrive. We're hoping that ITS will have our laptops ready sometime this week although we still need the storage cart for them.

Steve outlined a discussion he recently had with President Edmondson regarding staff salaries and retention. We also talked about staff development and morale.

An all-staff meeting is scheduled for Sept. 21st at 10 am.

Susan has the SAILS assessment program set up and has been working on the logistics to administer it to the campus. We're waiting for written permission from the Human Subject Testing committee (we have verbal permission from them already). Once everything is in place she will work with Susan Morehouse on setting dates and locations for the testing.

Ellen has put a statistic gathering program on the web page and shared the types of reports we can gather from it.

Minutes submitted by Laurie