

**HERRICK LIBRARY
LIBRARIANS MEETING
Minutes
4/12/2010**

Attended by: Ellen Bahr, Laurie McFadden, Brian Sullivan and Steve Crandall

1) Herrick Library Staff Recognition Day -- All

Thursday, April 22nd at noon was selected as the time of the lunch. Jill Grigg will cater the event. Ellen and Laurie will bring gifts for staff members.

Steve will solicit Golden Light Bulb award nominations.

2) Circulation Overdues – Brian

Item from the last Access Services Meeting – there is a gap between what we want to do and our policy statement. We intend to mitigate large fines, but the manual and Aleph specify what the fines are and student workers are frequently on their own to interpret or enforce the policy.

Brian proposed changing the maximum fine generated from \$25 to \$5. In addition he proposed that a grace period of 2 hours for laptops and reserves be added; in addition, a 2 day grace period for DVDs and CDs. These proposals were agreed to by all present.

3) Lease Computers – Ellen

Mike Stone will be handling the deployment of new lease computers this summer. He will be meeting with everyone who's getting a new computer. It was decided that Ellen and Steve would meet with Mike before the all-library meeting to ask some questions ahead of time. Two staff members have expressed interest in having a laptop instead of a desktop for their personal work computer. This is OK, and (we found out later) is a no-cost change.

Laurie has a computer in Special Collections that she would like added to the lease. Some swapping around will take place this summer, so that Laurie can replace the Special Collections machine, and five additional TCs (Thin Client) machines will be purchased for the public areas.

All the librarians will plan to attend the group deployment meeting for Herrick with Mike Stone. It will be helpful for Mike to be aware of additional software that needs to be installed on the new machines. However, much of the library-

specific software will be installed by Ellen – who will also be listed as an administrator on each machine to make trouble shooting easier.

4) Senate Report – Laurie

On a positive note Laurie noted that Annual Giving is improving and deposits are the same as last year (although this year it's hard to predict what deposits-at-the-same-level means.) For complete meeting details, see the senate meeting minutes.

The meeting adjourned at roughly 11:00 am.

Respectfully submitted,

Steve Crandall, Secretary for the meeting