

## **Public Services Team Meeting**

**November 29, 2018**

Present: Patty Barber, Marilyn Dueno, Mechele Romanchock, Natalie Skwarek, David Snyder, Brian Sullivan

### Opening comments

Patty opened the meeting by sharing that she had attended a training session regarding campus resources. Resource guides were passed around the room with the recommendation of making them available to students at both libraries. Mechele then explained the Beacon Alert System. Dave and Patty summarized their impressions of a budgetary meeting led by the University President which they both attended.

### 1,000 question update

A total of 1,139 questions have been answered collectively, bringing Herrick and Scholes well past the initial goal of 1,000 questions. We need to find out whether the University will cover expenses before planning an event as a reward.

### End of semester events

- Legos are on display at Scholes
- Coffee and cookies for finals week will begin at Herrick and Scholes on Sunday, December 9
  - o Students have suggested adding hot coco and tea to the variety of complimentary beverages available to students throughout the week
- Massage and Therapy Dog Night will take place in Herrick's BookEnd Lounge on Tuesday, December 11 from 8:00 to 10:30 p.m.

### Electronic event form

Mechele shared her electronic event form with the group. She also handed out an event planning and set-up form and the group offered constructive feedback for possible revisions. It was suggested the form be filled out by staff members organizing and/or attending future library-sponsored events. Mechele also mentioned that the data in the form can quickly and easily be added into Lib Insight.

### Scheduling

Due to ALMA webinar scheduling changes, new invites have been sent out to staff members who will attend various sessions. Because the workshops count as training, the libraries will purchase lunch through the University. Gina will cover Herrick's front desk while staff members are out.