

**Staff Meeting Minutes**  
**T.J. Jones Information Resource Center**  
**January 12, 2007**

**Present:** Joy Jewett, Jessica Pentz, Kara Larson, Polly Crandall, and Keith Cich

**Absent:** Gail Evans

**Prayer:** Prayer requests were taken. Kara prayed.

The minutes of December 15, 2006 were read and approved with some grammatical changes.

**NCU**

**Re-Branding:** Staff reviewed the list of ways that we reach the students. Different IRC events were also on the list.

**Staff Member**

**Return:** It was announced that the Circulation Librarian will be returning the 22<sup>nd</sup> of January. Modified hours will take place during this time.

**Student/Staff Meeting:**

Staff decided to have a Student/Staff meeting at the Library on the last Friday of every month. A staff member will be checking the class schedule to make sure every student will be able to attend. The first meeting will take place on January 26, 2007. Student of the Month awards will be given at every meeting.

**Lunch with a Librarian:**

A new schedule will be in effect this semester. The Administrative Assistant will contact the cafeteria to let them know.

**National Library Week:**

This year, National Library Week will take place April 15-21. The Director received the slogan for this year, and staff decided to make t-shirts with this emblem on it. Different ideas were discussed on what the staff would like to accomplish during the week, and two staff members have been given the duty to organize each day.

**Next Meeting:** The next staff meeting will be January 19, 2007 at 9:45am

Respectfully submitted,  
Kara Larson  
cc: Dr. Burkman