

Staff Meeting Minutes
T.J. Jones Information Resource Center
February 9, 2007

Present: Joy Jewett, Jessica Pentz, Kara Larson, Polly Crandall, Keith Cich, and Gail Evans.

Absent: None

Prayer: Prayer requests were taken. Keith prayed.

The minutes of February 2, 2006 were read and approved with no grammatical changes.

National Library

Week: Small posters were made using the official NLW logo. Staff plan on using the logo to promote NLW all around campus. T-shirts will be made for the student workers to wear during NLW with the logo on it.

Course Evaluations: No new input this week, however staff will continue to think of ideas and have them in by the end of March.

Coffee Bar: Library staff discussed what will be provided for the students on Monday February 12. Supplies are here and ready to be set up on Monday morning.

Staff Manual

Revision: The Director started to put each staff members section of the manual on the N: Drive to edit. Staff all agreed that they will have all the sections completed by the end of the school year or early summer.

Classroom

Proposal: Staff discussed occasionally joining the faculty department meetings to connect with each department. This will be to update the faculty on new resources in the Library and asking for ideas to serve them better. Eventually, the Director would like to assign liaisons for each department.

Centennial 725: Library staff was made aware of the condition of Centennial 725. Staff discussed ideas to make this situation better for both the students and the faculty.

Webinar: Two staff members attended a Webinar that taught new ideas for a database that we provide to students. This will help the students achieve success when they are online searching for research ideas. Teaching the student librarians the procedure is the next step.

Next Meeting: The next staff meeting will be February 16, 2007 at 9:45am

Respectfully submitted,
Kara Larson

cc: Dr. Burkman