

Staff Meeting Minutes
T.J. Jones Information Resource Center
May 2, 2007

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

Absent: None

Prayer: Keith prayed.

The minutes of March 30, 2007 were read and approved with some grammatical changes.

Budget: The Director discussed what money we have left in our budget and what the possibilities are to use that money before the end of the year. Staff decided to purchase some new chairs and books for the library.

Cataloging Review: Reference area is all done with cataloging review. Some of the books need some blue labels, which will be done as a summer project.

Reserves: Staff came up with new ways to help identify reserve books to students and faculty. They decided to put on two more neon colored stickers that cannot be removed. This will help students and staff know what is a reserve and help with the confusion.

Summer: Staff decided with the summer school schedule and students needing to utilize the library, they will stay open until 6pm. This will help all students use the reserves that their summer classes require. Signs will be placed around the school and emails sent to the professors so they can inform their students. The attic project will continue, as well as learning to use Moodle for student worker training, which was designed by a student worker as a senior project. Summer projects were discussed and some goals were established for completion. This will help everyone know what needs to be done and where each summer student worker can go.

Last Day: Since the administrative assistant is leaving, a goodbye lunch was planned to send her on her way. The Director announced who the new administrative assistant will be and she will start only a few days after the current one leaves.