

Staff Meeting Minutes
T.J. Jones Information Resource Center
November 3, 2006

Present: Joy Jewett, Polly Crandall, Jessica Pentz, Kara Larson, Keith Cich, and Elinor Booth.

Absent: Gail Evans

Prayer: Prayer requests were taken. Joy prayed.

The minutes of October 13, 2006 were read and approved with some grammatical changes.

IRC Hallway: There is still discussion with Plant and Housekeeping on what the IRC can do with the hallway. Some other ideas were discussed and the staff came up with the idea of hanging some art work on the walls. The weekend supervisor said that he could take some pictures that could be placed on the walls. A new library sign was also an idea that all the staff liked.

Lunch with a Librarian:

The Lunch with a Librarian's first day was a success! There were a few students that joined two of our staff. Staff decided for future dates, there will be student librarians there as well. They will get paid for this hour as well.

Lucky 13th:

The new name for the former "Backwards Day" is now called Lucky 13th: Making Monday great at the IRC. Promotion for this event will start shortly.

Augustana Connect: Invitations are now completed and ready to be picked up by the Augustana supervisors. Staff decided on what should be served at this event, and decided on light breakfast foods, such as quiche.

Christmas Banquet: One of the Staff members will start to send out the invitations so that all students and committee members can mark it on their calendar. Staff decided to honor one of our student librarians who is graduating in December on this day as well.

Spring Schedules

For Students:

Staff will make sure that students turn in their next semester schedule as they register. Three students have already turned in their schedule. This will make the organizing of the IRC schedule run smoothly.

Book Recommendation

Shelf:

The IRC will now have a bookshelf that holds Staff recommendations of books. This will help students to see books

that they may not know that IRC has. A staff member will make a sign to put over the book shelf as well.

Next Meeting: The next staff meeting will be Friday November 10, 2006 at 9:45am

Respectfully submitted,
Kara Larson

cc: Dr. Burkman