Extended Hours Debriefing

- Last semester we had problems with cleaning the building and people were not satisfied. Jeff worked with the evening supervisor to develop a plan for systematic cleaning of the library.
- Bob noticed messy conditions in the presidents reading room on Sunday; Jeff will talk to Peter about addressing weekend cleaning for next semester.
- Students were not happy about moving from areas when cleaning was scheduled, but were understanding of the situation.
- A question was asked about cleanliness of outside the library. This is a grounds issue, rather than a janitorial issue.
- Group study rooms were bad when closing on Friday. Can look into this for next year, too.
- Presence in basement was much better than in previous years (very thorough).
- No building or IT emergencies this semester.
- Consider pulling students in 30 minutes before opening to help with opening and be ready when the Library opens on weekends.
- Hoping to push for CWS in the future again.
- Student at night did good job keeping up with the books and getting them in the back and ready to shelve.
- Putting books downstairs helped prevent backlog.
- We will look at the faculty due date for the future. (Consider what is our return rate for faculty?)

Lost and Found Items

- Calculators can go on reserve
- Textbooks: two people will do book buyback
- Clothing and jewelry can go to a homeless shelter or church: Kabel will contact Mary Ellen Malia.
- Flash drives: Chris Loh might need some, Regina might want some, Chris B will place some at circ.
- Apple iPods contact apple with serial numbers.
- Nancy is making notebooks into scrap
- Eye glasses: Carol Anderson has taken these to the Lion’s bank in the past, see if she is willing to do this again.

Fines on items that are not ours

- Markers, calculators, etc.
- How much should we be charging?
- Someone needs to look at headphones.
- Earbuds: take signs down.

End of Year Supplies Purchasing & Equipment

Today is the deadline for requesting materials.

Upcoming Coverage Issues for May and June

CSEA meeting, picnic, secretarial conference.

New Books in Periodicals

- Delivery statuses are being put on books in cat, and staff in circulation need to remove delivery status.
- How are we dealing with new books in periodicals? Global change, ips auto remove when check out
- Kabel will look into the practice for delivery status and why this workflow is in place.

Student Summer Scheduling

- We were supposed to have 2 people this week, but down to 1 (2:15-8:15)
- Will have another schedule for next week.
- We should have three students here with 2 on at closing.
- 2 students on Saturday's and 1 student from periodicals.

Preservation DVDs

- Multiple disc sets have barcodes
- Ask Karen for Velcro cases instead of ties.
- Boxes and individual cases need to be sensitized.
Feedback on Student Employee Performance

- STTF will assemble formal evaluations for people to use in the future.
- Jeff will be asking people for feedback on student employees.
- Talk about student staffing issues in the next meeting.
- Staff were reminded to give Jeff feedback immediately, so that he can address issues with employees.
- Can we create a mechanism for discussion?

Laptops

- Bags breakdown over time, and it’s difficult to see contents over time. We need to replace the bags more frequently.
- Need to relabel the mice and cords.
- Can we move the new Dewey laptops up to Science?
- Lisa will pick up new bags at Aldi’s.