Access Services Department Managers Meeting 2022-04-12

Date
12 Apr 2022
3pm - 4pm
Zoom

Attendees
- Kabel Nathan Stanwicks
- Jeff Goldstein
- Lindsay Van Berkom
- Angela Persico
- Carlos Zamora

Goals
- Develop plans for summer student hiring.
- Determine next steps for, and move forward with, process for securing LI-119 (including documenting procedure, sharing out info, and troubleshooting in future).
- Discuss next steps for SWOT inventory.
- Discuss what we want to do with Libraries P&P items B3 and B5.
- Outline next department meeting agenda.

Discussion items

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| 30 min. | Department Housekeeping |                         | • Final Exam Extended Hours
• Summer Student Hiring: wrap up hiring by 4/29; Dewey in good shape for summer; Angela and Carlos will extend offers to grad students
• Securing LI-119: Carlos will wrap up (update, post in accessible place, share broadly)
• Courtesy Phone calls for long overdue items
  • divide list up by supervisors
  • supervisors assign to staff
  • lists distributed next week and train the trainer
• Communication Guidelines: Teams vs. Email
  • think about communication norms                                                                                                                                 |
| 10 min. | SWOT Inventory        |                         | • Review of Inventory
• Next Steps
• Kabel send out to department; sups request additional ideas                                                                                                                                 |
| 10 min. | Library P&P updates   |                         | • B3: waiving fines (Library Policy and Procedures Manual (Alphabetical))
  • look at this once we're in better position with Alma billing setup this summer.
• B5: Holds & payment agreements (Library Policy and Procedures Manual (Alphabetical))
  • add blocking faculty/staff from ILLiad/Alma if lost items
  • what is wording about blocks for registration/transcripts from Governor/BoT?                                                                                                                                 |
| 5 min.  | Department Meeting 4 /21 |                         | • Agenda items
• security gates sounding: approach for dealing with these                                                                                                                                                                                                     |
| 5 min.  | Meeting Wrap up       |                         | • Recap main points
• Action items assigned
• Next meeting: 4/26 3pm                                                                                                                                                                                                                                     |

Action items
- summer student hiring Lindsay Van Berkom Carlos Zamora Angela Persico 29 Apr 2022
- share document on teams vs. email Carlos Zamora 14 Apr 2022 review doc ahead of next meeting Kabel Nathan Stanwicks Jeff Goldstein Angela Persico Lindsay Van Berkom 25 Apr 2022
- update securing li-119 document Carlos Zamora
- schedule supervisor training for courtesy phone calls Jeff Goldstein 15 Apr 2022
- SWOT inventory: share out with department Kabel Nathan Stanwicks 13 Apr 2022 Review with direct reports and get additional ideas Lindsay Van Berkom Angela Persico Jeff Goldstein Carlos Zamora