Students are working on straightening/facing shelves, shelf reading, updating procedures related to opening and Standish Room, getting up to speed with Blackboard, appeals committee meeting today and appeals are all up to date now, Science is having a party on Thursday for the students.

Nancy: Going to class on Tuesdays in November (workplace writing), currently have 7 community service workers, we have 29 CWS students.

Staff Updates
- **Laurie**: Students are working on straightening/facing shelves, shelf reading, updating procedures related to opening and Standish Room, getting up to speed with Blackboard, appeals committee meeting today and appeals are all up to date now, Science is having a party on Thursday for the students.
- **Nancy**: Going to class on Tuesdays in November (workplace writing), currently have 7 community service workers, we have 29 CWS students.
- **Jeff**: Finished pulling Spring 09 reserve books. Will move on to pulling summer materials (not much to pull there). If leaving notes for reserve, please sign them (Jeff will remind students to sign notes). Working on the ALEPH Duplicate Patron report—started with 9500, go this down to 3500, the process of examining individual records is slow right now, found some issues with multiple addresses causing problems with the report.
- **Suzi**: Facing and straightening, doing a lot of shelf reading with the students and doing searches for reference.
- **Barb**: Barcode switchover: changing mention of barcode on the web site. Revised NOS form so it now uses NetID for fac/staff/students and barcode for courtesy borrowers. Working on a spring schedule template. Received a copy of the student training presentation from LISUG conference.
- **Kabel**: Attended the fall faculty meeting, draft of Middle States documents are being circulated to the administration, sat through ACRL webinar /chat on H1N1 in libraries, steering committee meeting extended hours were approved by LPG, met with Win about ALEPH-related projects, attended ENY/ACRL forum on "Responding Creatively to Your Library’s Fiscal Reality;".
- **Mary**: (submitted update via email) working on AG turnovers and write offs; receiving emails from Student Accounts on a weekly basis; removing holds as necessary; minimal mistakes have been made on the register this semester, which is great news! Any notes about register problems should be left on Mary or Lisa's desk.

Extended Hours
- LPG approved our proposal for extended hours.
- Extended hours will run December 6 - 16 this semester.
- ULIB hours will be 9am Sunday - 1am Saturday (late Friday night closing); 9am Saturday - 1am Sunday (late Saturday night closing); close at 8pm on 12/16.
- Science hours will be extended to 1am on the days that Science closes at 11pm, close at 10pm on Friday, close at 8pm on Saturday, close at 8pm on 12/16.
- We are working out the staffing components. Stay tuned for overtime shift emails.
- The cost of running extended this year will run approximately $3,897. This is solely funding to cover hours above and beyond what we usually offer. The total cost to run our regular hours and the extended hours in both the University and Science Libraries will cost approximately $9,153 (remember, we are solely TS during finals) for the 1.5 week period. These are high estimates; actual funding needs should be less than this.

Winter Intersession Hours
- A proposal is being prepared for winter intersession hours, but the hours have not yet been approved.
- The following hours are being proposed for the three libraries:
  - ULIB: 8am - 8pm Monday - Friday; Closed Saturday - Sunday; Closed Christmas Day, New Years Day, MLK Day.
  - Science: 8am - 5pm Monday - Friday; Closed Saturday - Sunday; Closed for Energy Savings 12/23 - 1/3 and MLK Day.
  - Dewey: 8:30am - 5pm Monday - Friday & Closed Saturday - Sunday (pre-energy savings); Closed for Energy Savings 12/23 - 1/3 and MLK Day; 8:30am - 6pm Monday - Friday after the energy savings.
- Spring Hours planning will be underway soon.

ABCD (Above and Beyond the Call of Duty) Award
- The ABCD award (our employee of the month award for student employees) is in need of some fixing.
- Kabel would like to move away from a monthly award and institute an ongoing award that provides more immediate recognition for good work. All units in the department could use this, rather than just ULIB Circulation.
- Bob's idea: includes staff or students who have done something really well. This picks out what people have done well. Recognizes something specific.
- Over the summer, Laurie created something that noticed students for what they were doing and also for motivating/improving shelving. Got students together at the beginning and end of the semester to celebrate everyone's efforts and improved abilities over the semester.
- In stacks last year, would have parties for getting through shelf reading. Students got certificates for their work.
- Jeff thinks that blackboard might work well for announcing the awards--this might get the students to log into Blackboard more frequently.
- Best-of awards (best announcements, etc.) on a yearly basis are also a fun idea.
Scout proposed a cumulative award(s) for people who receive many of these ongoing "shout-out" style awards.

Kabel mentioned Sony and other corporations that have moved away from employee of the month style awards have instituted point-based systems that allow employees to collect points for a job well done and then turn in their points towards rewards. We can try some small award system that combines the ongoing system with Scout's idea for an end-of-year excellence award.

Laurie volunteered to help with the design process; Kabel will charge other staff to help with this, too.

Staff will assemble a plan with these ideas and propose something at one of our November staff meetings.

Recall Web Page

- The calls that we receive about recalls are from patrons stating that the recall process is not fair; we need to stress that the recall process is a mechanism that provides equal access to everyone. We should start the web page off with a positive sentence like this.
- Include information on the alternatives to recalling an item.
- On login screen, restate alternatives to recall, offer link to recall page, link to ILL page, WorldCat, CDLC, etc.
- ILL for materials on loan--use a note (provide this description).
- What can we do if people are out of town?
- Can we use "did you know?" signs throughout the library--recall could be one of these.
- Little brochures--if you can't find a book, use these services (CDLC, ILL, etc.); develop another bookmark?
- What happens if the recall is cancelled--how do patrons learn about this? Jeff will test this.
- The page contents are overkill--there is too much information on the recall page.
- Move tables to a tertiary page with a link on the recall page indicating patrons can click link for examples of recall due dates/fines.
- Need to indicate that there are no exceptions to recalls.
- Remind patrons to update contact information.
- Explanation of recall, expectation of what a recall is
- Include library mailing address and how to return items via mail/UPS.

Overtime Guidelines

- Kabel shared information from a draft of new overtime guidelines from the department.
- Anna is going through the draft right now. Kabel will distribute the guidelines once everything is cleared by HR.
- These guidelines bring department practice in line with article 27 of the current CSEA contract.

Laptop Agreements and Inventories

- Monthly agreements are being completed, rather than yearly agreements.
- Change wording to current agreement on file.

Old Business

Reminder: our Halloween Party for the student employees is this Friday!

Next Meeting: 2pm on Tuesday, November 10 in B45.