January 20
Guin Library Staff Meeting
January 20, 2017

Notes

NOTE: 10-11 am today: ALA Webinar-Library Marketing
Meet in Fishbowl to view

1. Review old Action Items

Mary:
- Ask Faye to wear the microphone for admin briefing: done
- Get retirement card for Ruth: pending
- How to get some games?: pending
- Ask Bob C. if he is available on April 28: done

Rachael:
- Sign up for CPR: pending
- Check lock on Seminar Room door: pending
- Ask Amila about getting games: pending
- Order new pucks for the Fishbowl: pending
- Sign up for active shooter seminar: pending

Judy:
- Put in IT support ticket to Ed for workroom printer: done
- Sign up for active shooter seminar: done

2. LAMP Review

- They are still working out the details to have a “meeting free” day of the week
- Faye asked for solid ideas to present them to potential donors. Some ideas were quiet study spaces, end cap book displays, interns, etc.
- Valley is looking at different locking mechanisms for the study rooms and are looking to the Business School since they have a good model
- The library is looking at Alexander Press to create new book lists out of existing holdings.
- Lots of Valley staff are going to ALA min-winter in Atlanta
- Copiers are being renegotiated & Mary is working with Don to get what we need based on usage and workflow

3. HMSC Executive Mtg. Review

- There will be a Social Justice Education Initiative coming to HMSC. There will be 2 4-hour sessions, 1 in February and 1 in April
- There will also be an upcoming Search Advocacy Training session
- There were updates on the new building: they are near the end of planning and are interviewing contractors; an oversight committee has been developed to go through usability scenarios in the event of differing levels of disaster; in 2018 housing will open; the size of the building has been reduced to 69,000 sq ft
- They are updating the HMSC Master Plan

4. Information Sharing

Mary
- Invited Daniel Moret to Guin to help us with some marketing plans
- Faye was receptive to the suggestion of wearing a mic during the admin briefings
- Still working on getting a card for Ruth’s retirement
- Will also go to Fred Meyer’s to pick up some more space heaters
- Bob Cowen is available for the LAC meeting on April 28th & liked the new furniture we got for Guin
- We also got a nice email about the furniture from a person on the HMSC listserv
- Mary will put in a work order for the printer in the back
- We need to go through Don to sign up for CPR class at Valley or HMSC
- Mary will start having a lot more meeting on campus for the committee on MSI Curriculum

Rachael
- Not working on anything new at the moment

Judy
- Working on getting a new scrap book for Nancy
- Contacted Ed to fix the jamming printer in the back, we are in the queue for it to be fixed
- Judy will help RAS this afternoon to help them with their queues
- Dr. Bill Hanshumaker came by to get help with the volunteers & aquarists he is working with

5. 10:00 am today: ALA Webinar: Library Marketing

Schedules:
ALL: Active shooter training Jan. 27 at 1:30pm
Mary
Mary vacation February 27th – March 10
Rachael:
Work at campus Feb. 8
Judy:

6. New Action Items?

Quarterly Events Bin: January-March, 2017
January 11: Changes to HMSC Public printing from carrels
January 16 week of: furniture arrived
January 17: Judy met with volunteer group
January 27: Active Shooter Training
Feb. 8: Administrator Mtg (Judy)
Jan. 12-13, 20, 25 Helped Alan Niem with photos (Mary, Abby, Judy)