
Library Staff Meetings

Nelson Poynter Memorial Library

10-14-1997

Library Staff Meeting : 1997 : 10 : 14

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Staff Meeting Notes
10/14/97

Positions

The ads for the two new LTA positions were placed in the St. Petersburg Times classifieds. The cut off date for applications is 11/6/97. The Search Committees consist of: Jackie Jackson, Susan, Karilyn, and Jan for the Circulation position and Kathy, Ed, and Virginia for the Development/Systems Assistant position.

It was announced that Brandy Stark now holds the Senior Clerk position for Technical Services/Administration.

Mail Problems

Last Friday there was no mail pick-up because the back inside door was locked. The Reference librarians are to check to make sure this door is open when they open the library to the public.

Reports

Progress has been made in regard to installing shelves in the women's restrooms. The men's restrooms already have tables set up to place books and other items.

It has been noted that the security of the study rooms is difficult to maintain. For patron and employee safety, inquiries into getting locks for the study room doors are being made.

Banner Training

Dan, Jerry, and Susan attended a meeting on the new Banner system. Banner is a recently purchased database system that integrates different databases into one. It is unknown at this point how much, if any, effect this system will have on the library.

Other News

The next faculty meeting will be Tuesday, November 18, at 2:00 PM.

The mailroom will hopefully soon be getting another table for outgoing mail.

Susan announced that Danka has given us two green cards to use to reimburse students on the spot with replacement copies. This is a much quicker alternative than having the students wait for Danka's other method of reimbursement.

Also, little progress has been made in reference to setting up a copy machine just for transparencies.

Susan is going to create a log to record information on copy machine problems. If a problem occurs write down a description and the machine number and let Susan know.

Barbara will be on vacation from Oct. 16th through Oct 24th.

The computer lab is now open on Sundays from 1 to 5 PM. However, it is not staffed with a staff person but with a volunteer. While this allows the lab to remain open, there is no one to assist patrons with computer problems.

We are no longer to give change to students from circulation before 6 PM. Anyone at the front desk who is asked for change is to direct the patron to the business office.