
Library Staff Meetings

Nelson Poynter Memorial Library

4-18-1995

Library Staff Meeting : 1995 : 04 : 18

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Staff Meeting
April 18, 1995

The next meeting will be Tuesday, May 23, 1995. The chair will be Renee Stokes.

Deb/Jackie J.: It was suggested that the circulation staff, if overwhelmed, should ask for help from the reference librarian. This will help in cutting down lines at circulation and reserves.

Jackie J.: Jackie J. asked that all sick leave calls be directed to the circulation desk. All re-scheduling of circulation time will be handled through the circulation desk. The desk scheduling will be done weekly during the summer. Jackie J. will try to post the schedules on Mondays, anyone requesting times should let Jackie J. know before the schedule is distributed.

Jackie S.: Jackie S. informed the staff that all Eckerd's student books should be due on May 4. The charged terminals should be set back to April 13, with the exception of PEL students. Susan also asked that when entering new Eckerd students use only the college address; never enter a person's home address.

Dan: Dan asked about the chirping sound coming from the upstairs LUIS terminals. It was stated that the chirping sound comes from the patron hitting the wrong button. To stop the chirping press down the test key on the keyboard.

Dan also asked about the collection of the recycling yellow containers located in each room. It was stated that Linda will empty each bucket and then transfer them to the larger bins located next to the copier room.

Tina informed the staff about locked recycling boxes for people dealing with important documents, such as social security numbers. The boxes can be obtained from physical plant. Lanny suggested looking into buying a shredder for disposing of important documents.

Jackie J.: Jackie J. informed the staff that the library will have at least one high school intern this summer. She asked that each department keep in mind duties for this intern.

New Library Update: The library construction is still seven weeks behind schedule. The opening is scheduled for late March or early April 1996.

Electronic Information Librarian: Deb announced that the search committee has selected two candidates for personal interviewing. Each candidate will meet with library community. Feedback is welcome. Deb will notify the library community of appointment dates.

The meeting was adjourned at 2:25pm.