

**Librarians Meeting**  
**Tuesday, December 16, 2003 @ 3:00 p.m.**  
**(Immediately following Staff Meeting)**  
**Library Conference Room**

**Present:** Kathy Arsenault, Karilyn Jaap, Tina Neville, Jerry Notaro, Jim Schnur, Mika Slaughter

**Announcements:**

1. Maria distributed Leave Records to those present, and explained that this is the form to complete and turn in to obtain approval for annual or sick leave. This page will record all leave for the calendar year, and will take the place of the half-sheets previously used.
2. Maria informed supervisors that OPS working for them will also need access and possible assistance with checking their payroll information online.
3. Kathy announced she has received word that the transcripts turned in by Library faculty as part of the SACS process have been lost. All are urged to ask that their files in Bayboro Administration be checked before ordering replacements.
4. Kathy has also recently learned that the original assignment of six assessments by St. Pete SACS group is only a fraction of the total required.
5. Karilyn will email John Keeth about book orders, since she hasn't seen any order reports since October.
6. Kathy will be on leave for only one day during the break, Dec. 24. Next year, she will be in Chile from March 3-18.