Staff Committee Meeting
Minutes
10/19/10

Present: Patrick Baumann, Dana Belcher, Angie Brunk, Barry Hardwick

Discussion:

1. Discussed work plan.
   A. Considered developing documentation schedule for support staff: Circulation, ILL, AV, Government Documents, Cataloging, Periodicals, and Acquisitions.
   B. Considered developing documentation schedule for librarians: Instruction, Periodicals, Acquisitions, AV, Systems, Outreach, Special Collections/Digitization.
2. Decided that all support staff manuals will be ready for review by the staff committee by April 15, 2011 and librarians will have at least 50% of each manual ready for review by May 2012.
3. Discussed review of manuals and decided that the review will determine that all manuals are standardized.
4. Discussed having manuals on departmental web pages.
5. Began discussion of how the library can cultivate staff’s ability to work effectively in a changing environment.
6. Discussed when to have staff committee meetings and decided to have them about every two weeks on Monday afternoons.

ACTION ITEM:

- **All**: Be ready to discuss library strategies to cultivate staff’s ability to work effectively in a changing environment.

NEXT MEETING TO BE ANNOUNCED.
Staff Committee Meeting
Minutes
11/22/10

Present: Patrick Baumann, Dana Belcher, Angie Brunk, Barry Hardwick

PREVIOUS ACTION ITEM:

• All: Be ready to discuss library strategies to cultivate staff’s ability to work effectively in a changing environment.

Discussion:

• All support staff manuals will be ready for review by the staff committee by April 15, 2011 and will be saved on the K drive in the documentation folder for each department. Each staff member will review and update his or her documentation each year in December.
• Professional development and continuing education are strategies that can be utilized to cultivate staff’s ability to work effectively in a changing environment.
• Opportunities can be off campus through organizations such as OLA, OCLC, Amigos, etc. or on campus such as through the Continuing Education Department.
• An opportunity should be appropriate for a particular staff member to improve his or her job skills.
• Training will be voluntary.
• Need to establish guidelines for submitting requests for training.
• Need to develop form to document the number of staff receiving training.

ACTION ITEMS:

• Patrick: Write Documentation policy.
• Patrick: Work on Professional Development and Continuing Education policy.

NEXT MEETING WILL BE ON DECEMBER 13, 2010 AT 3:00.
Staff Committee Meeting
Minutes
2/8/11

Present: Patrick Baumann, Dana Belcher, Angie Brunk, Barry Hardwick

PREVIOUS ACTION ITEMS:

- Patrick and Dana: Work on Professional Development and Continuing Education policy.
- Patrick: Write Documentation policy.

Discussion:

- The K: drive is the library’s shared work drive and it should only be used for information that multiple people need access to.
- It is up to each department to review its materials on the K: drive.
- The Staff Committee will send reminders to the departments to review their materials on the K: drive toward the end of each calendar year.
- All documentation should follow the template found on the Assessment Committee webpage.
- Add file paths to footers on all documents.
- Remind library assistants that support staff manuals are to be ready for review for format and standardization (not content) by April 15.

ACTION ITEMS:

- Patrick and Dana: Work on Professional Development and Continuing Education policy.
- Patrick: Send email to remind library assistants that support staff manuals are due for review by April 15.

NEXT MEETING TO BE ANNOUNCED
Staff Committee Meeting
Minutes
5/2/11

Present: Patrick Baumann, Dana Belcher, Angie Brunk, Chelsea Baker, Barry Hardwick

PREVIOUS ACTION ITEMS:

- Patrick and Dana: Work on Professional Development and Continuing Education policy.
- Patrick: Send email to remind library assistants that support staff manuals are due for review by April 15.

Discussion:

- Support staff manuals should be ready for review by the end of May.
- The Staff Committee will review the support staff manuals to make sure they have been recently updated and they are in the correct format.
- Support staff manuals will be updated in December every year.

ACTION ITEMS:

- Patrick and Dana: Work on Professional Development and Continuing Education policy.
- Patrick: Send email to library assistants reminding them that support staff manuals should be updated by the end of May and they will be reviewed by the Staff Committee in June.
- Patrick and Dana: Remove duplicate files and check for missing job descriptions.

NEXT MEETING TO BE ANNOUNCED (EARLY JUNE)