Staff Committee Meeting
Minutes
07/30/09

Present: Patrick Baumann, Linda Davis, Barry Hardwick

PREVIOUS ACTION ITEMS:

- **All:** Copy important documentation to the Documentation folder.
- **Patrick:** Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex. (Waiting to hear from Greg Plumb)
- **Patrick:** Make the changes and additions discussed to the job duties spreadsheets, and continue working on pie charts.

Discussion:

1. Discussed work plan.
2. Discussed documenting work flow.
3. Discussed contacting Human Resources department, at some point, to provide them with the job description information we have collected.
4. Discussed whether we should break librarians’ job descriptions down by departmental responsibilities.

ACTION ITEMS:

- **Patrick:** Send email to library staff to invite them to join the committee.
- **All:** Think about how to document work flow and what we want to accomplish with this project.
- **Patrick:** Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex. (Have library map and are waiting on annex map)
- **Patrick:** Make the changes and additions discussed to the job duties spreadsheets, and continue working on pie charts.

NEXT MEETING AUGUST 4TH AT 2:00 IN THE GROUP STUDY ROOM
Staff Committee Meeting
Minutes
08/04/09

Present: Patrick Baumann, Linda Davis, Barry Hardwick

PREVIOUS ACTION ITEMS:

- **Patrick**: Send email to library staff to invite them to join the committee.
- **All**: Think about how to document work flow and what we want to accomplish with this project.
- **Patrick**: Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex. (Have library map and are waiting on annex map)
- **Patrick**: Make the changes and additions discussed to the job duties spreadsheets, and continue working on pie charts.

Discussion:

- We discussed using the Prezi program to map work flow.

ACTION ITEMS:

- **All**: Think about how to document work flow and what we want to accomplish with this project.
- **Patrick**: Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex. (Have library map and are waiting on annex map)
- **Patrick**: Make the changes and additions discussed to the job duties spreadsheets, and continue working on pie charts.

NEXT MEETING AFTER THE FALL SEMESTER BEGINS