Staff Committee Meeting  
Minutes  
07/11/08

PRESENT: Patrick Baumann, Linda Davis, Barry Hardwick, Angie Brunk, and Ashley Romans

1. We reviewed the changes that had been made to the individual job responsibilities tables; including the creation of a generic assistant table.

2. Patrick reported that we received positive feedback from all of the librarians.

3. We decided to make final changes to the tables, and distribute to staff Monday June 14th for their final review.

4. We discussed the next phase for the committee, which has been determined to be creating a visual representation of the data in the job responsibilities tables.

ACTION ITEMS:

• Patrick will make the final changes to and distribute the corresponding job responsibilities tables to each faculty and staff member of the library.
Staff Committee Meeting
Minutes
08/01/08

PRESENT: Patrick Baumann, Linda Davis, Barry Hardwick, and Ashley Romans

1. We reviewed the comments that had been made by the staff of the library concerning their individual job duties spreadsheets.

2. We made numerous additions to the Generic Assistant and Generic Librarian job duties spreadsheets.

ACTION ITEMS:

• Patrick: create a graphic representation of the job duties data depicted in a job duties spreadsheet, to be used as a starting point.

• Patrick and Ashley: make the changes and additions discussed to the job duties spreadsheets.

• Patrick: Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex.

NEXT MEETING: August 14th, time TBA
Staff Committee Meeting
Minutes
09/05/08

PRESENT: Patrick Baumann, Angie Brunk, Linda Davis, Barry Hardwick, and Ashley Romans

PREVIOUS ACTION ITEMS:

- Patrick: create a graphic representation of the job duties data depicted in a job duties spreadsheet, to be used as a starting point.
- Patrick and Ashley: make the changes and additions discussed to the job duties spreadsheets.
- Patrick: Contact the Cartography department to discuss the creation of a floor plan of the library, including the annex.

DISCUSSION:

1. Patrick presented graphic representations of data in the form of pie charts.
2. We reviewed and discussed the pie charts.
3. We discussed charts for the departmental interaction data.
4. We decided to do graphic representations of the departmental interaction data separately after we have finished the other data.
5. We discussed creating a chart of each title, and then combining them to make one for each position. (E.g. – A/V + ILL + Systems = Patrick’s position)
6. We made numerous additions to the Generic Assistant and Generic Librarian job duties spreadsheets.

ACTION ITEMS:

- Patrick and Ashley: make the changes and additions discussed to the job duties spreadsheets, and discuss pie charts.
- 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)

NEXT MEETING: TBA
Staff Committee Meeting
Minutes
11/03/08

PRESENT: Patrick Baumann, Linda Davis, Barry Hardwick, and Ashley Romans

PREVIOUS ACTION ITEMS:

- Patrick and Ashley: make the changes and additions discussed to the job duties spreadsheets, and discuss pie charts.
- 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)

DISCUSSION:

1. We discussed the next item on our work plan which is to gather documentation from departments.
2. We will all try to find manuals and other important documentation from the departments in the library.
3. Another item on our work plan is to find out who needs to know what. (Tree of Knowledge?).
4. We will make a folder on the K drive for storing documentation from departments.
5. We discussed the possibility of reminding department to update documentation vs. requiring them to update documentation.

ACTION ITEMS:

- All: Begin thinking of ways to systematically update documentation of all departments.
- All: Look for documentation from all departments. (Look though the K drive; ask staff if necessary, etc.)
- Patrick and Ashley: Create folder on the K drive for Documentation. Also, create subfolders for Manuals, Forms, etc.
- Patrick: Email departments about the presence and location of documentation.
- Patrick and Ashley: make the changes and additions discussed to the job duties spreadsheets, and discuss pie charts.
- 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)

NEXT MEETING: Monday, November 17th 3:00pm
(Group Study Room if available, if not meet at the Reference Desk)
Staff Committee Meeting  
Minutes  
11/18/08

Present: Patrick Baumann, Linda Davis, Barry Hardwick

PREVIOUS ACTION ITEMS:

- 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. We discussed the Documentation folder Patrick set up on the k drive.
2. We discussed copying manuals, forms, and other important documentation for all departments to the Documentation folder.
3. We discussed reminding all of the library departments to update their documentation at the end of the Spring and Fall semesters each year.
4. We discussed sending an email to all of the library departments instructing them to copy all of their important documentation to the Documentation folder on the k drive.

ACTION ITEMS:

- Patrick: Send an email to all of the library departments instructing them to have all of their important documentation copied to the Documentation folder on the k drive by the second week in December.
- 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.

NEXT MEETING ON DECEMBER 15TH OR 16TH
Staff Committee Meeting
Minutes
12/11/08

Present: Patrick Baumann, Angie Brunk, Linda Davis, Barry Hardwick

PREVIOUS ACTION ITEMS:

- Patrick: Send an email to all of the library departments instructing them to have all of their important documentation copied to the Documentation folder on the k drive by the second week in December.
- 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. Patrick sent an email instructing the library departments to copy all of their important documentation to the Documentation folder by the second week in December.
2. We discussed the progress of the copying of documentation to the Documentation folder. Some departments have not copied their documentation.
3. We decided to remind all library departments to update their documentation at the end of each fall semester.
4. Next semester we will look at the Assessment plan and decide what to do next.

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.

NEXT MEETING AFTER WE RETURN IN JANUARY