Staff Committee Meeting
03/28/08

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

1. We decided to change the category term “Clerical”, in the job responsibilities outline, to “Data Management”.

2. We reviewed and adjusted the categories we had previously established for the job responsibilities outline (please see adjusted outline below).

3. We began defining and adding examples to the category terms for the job responsibilities outline.

JOB RESPONSIBILITIES:

• Administrative – Activities involved in decision/policy making that effect the functioning of the library
  • Budgetary – deciding what money is spent on (book budget, electronic resources)
  • Committee Work – relating to library operations (assessment committee, student committee)

• Supervisory – Delegation and organization of tasks
  • Training – of new staff/student workers
    • Technology
  • Budgetary – management of student budget

• Public Service –
  • Customer Service
  • Technology
  • Departmental Interaction
  • Budgetary
  • Correspondence
• Library
• External
  • Committee Work
• Professional Development /Involvement – Activities devoted to improving knowledge, skills and abilities
  • Training – either internal or external (MS Office workshop or GPO training)
  • Technology
• Data Management – Collection, organization and evaluation of data
  • Collection Maintenance – ensuring that the information needs of the university are met in a timely and efficient manner
    • Inventory – finding missing/mis-shelved items in the collection
    • Authority/Bibliographic control of the catalog – finding mistakes in the catalog
• Budgetary -- ordering supplies and equipment within given budgets
• Departmental Interactions /Collaboration – What we do that involves working with other departments (gov docs and periodicals; cataloging and circulation, circulation and av)
• Committee Work – committee work that organizes library events or promotion (display, signage, centennial committees)
Staff Committee Meeting
Minutes
04/04/08

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

1. We discussed and defined the definition of the Public Service category and subcategories within.

2. We reviewed and adjusted the Public Service category and subcategories within (please see adjusted outline below).

3. We discussed and decided upon the following action items.

ACTION ITEMS:

• Revise the outline diagram for job responsibilities (PATRICK).
• Present diagram to Librarians Committee.
• Devise table for staff information
• Distribute table to staff for their review.

JOB RESPONSIBILITIES:

• Administrative – Activities involved in decision/policy making that effect the functioning of the library
  • Budgetary – deciding what money is spent on (e.g. book budget, electronic resources)
  • Committee Work – relating to library operations (e.g. assessment committee, student committee)

• Supervisory – Delegation and organization of tasks
  • Training – of new staff/student workers
    • Technology
  • Budgetary – management of student budget

• Public Service – providing for user needs
  • Customer Service – aspects of public service involving direct contact with patrons
• Correspondence – *(e.g. E-mail notification of billed books)*

• Access to Materials – *insuring that information is readily available onsite and online*

• Departmental Interaction – *aspects involving referral to other departments (e.g. Billed ILL materials sent to Circulation)*

• **Professional Development /Involvement** – *Activities devoted to improving knowledge, skills and abilities*
  
  • Training – *either internal or external (e.g. MS Office workshop or GPO training)*
    
    • Technology

• **Data Management** – *Collection, organization and evaluation of data*
  
  • Collection Maintenance – *ensuring that the information needs of the university are met in a timely and efficient manner*
    
    • Inventory – *finding missing/mis-shelved items in the collection*
    
    • Authority/Bibliographic control of the catalog – *finding mistakes in the catalog*

• **Budgetary** – *ordering supplies and equipment within given budgets*

• **Departmental Interactions /Collaboration** – *what we do that involves working with other departments (e.g. gov docs and periodicals; cataloging and circulation, circulation and AV)*

• **Committee Work** – *committee work that organizes library events or promotion (e.g. display, signage, centennial committees)*
Staff Committee Meeting
Minutes
04/17/08

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

1. Patrick informed us that we received comments from Dana concerning our organizational diagram.

2. We discussed and reviewed the updated organizational diagram, which largely represented Dana’s editorial comments.

3. We made final editorial and minor categorical changes to the organizational diagram.

4. We determined that the organizational diagram is completed, unless further change is deemed necessary in the future.

5. Determined our next course of action is going to be to design an organization table based on the categories in the organizational diagram. We will then insert individual job responsibilities into the table after which we will distribute to faculty and staff for their review.

ACTION ITEMS:

• Design a table for the categories and subcategories represented in the organizational diagram (PATRICK).

• Create an example of how to insert individual faculty and staff responsibilities into organizational table (PATRICK)

• Update organizational diagram (PATRICK).

JOB RESPONSIBILITIES:

• Administrative – Involving decision/policy making that affects the functioning of the library
  • Budgetary – Deciding what money is spent on (e.g. book budget, electronic resources)
  • Committee Work – Relating to library operations (e.g. assessment committee, student committee)

• Supervisory – Involving delegation and organization of tasks
• Training – New staff and student workers
• Budgetary – Managing of student budgets
• Public Service – Directly or indirectly involved in providing for user needs
  • Patron Service – Involving direct contact with patrons (including correspondence such as email notices)
  • Access to Materials – Insuring that information is readily available onsite and online
  • Departmental Interaction – Involving input from or referral to other departments (e.g. patrons with billed ILL materials being sent to Circulation)
• Professional Development /Involvement – Devoted to improving knowledge, skills and abilities in one’s area, as well as furthering the library’s stature in the community
  • Training – Taking advantage of the experience of others to improve aspects of one’s jobs performance
    • Internal (e.g. MS Office workshop)
    • External (e.g. GPO training)
• Committee Work – Involving groups internal or external to the library
  • Internal – Involving the organization and planning of events or promotion (e.g. display, signage, centennial committees)
  • External – Involving organizations or groups outside the library (e.g. OLA or university committees)
• Data Management – Collection, organization and evaluation of data
  • Collection Maintenance – Ensuring that the information needs of the university are met in a timely and efficient manner
    • Inventory – Finding missing/mis-shelved items in the collection
    • Authority/Bibliographic control of the catalog – finding mistakes in the catalog
• Budgetary – Ordering supplies and equipment within given budgets based on equipment and supply inventories
• Correspondence – Communicating with others to perform job duties
  • Internal – Interaction involving other departments (e.g. AV collecting and list of missing DVDs and videos for replacement or withdrawal)
• External- *Communicating with entities outside of the library (e.g. contacting vendors)*
Staff Committee Meeting  
Minutes  
04/25/08

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

1. Patrick presented the table layout of job responsibilities.

2. We discussed and reviewed the job responsibilities table. In particular we discussed the lack of a category for bibliographic instruction and the possibilities of using excel to incorporate shading to represent subcategories as well as the time spent on activities.

3. We are anticipating comments from the remaining librarians.

ACTION ITEMS:

• At the next meeting we will further discuss the table layout as well as the comments received from the remaining librarians.

JOB RESPONSIBILITIES:

• Administrative – Involving decision/policy making that affects the functioning of the library
  • Budgetary – Deciding what money is spent on (e.g. book budget, electronic resources)
  • Committee Work – Relating to library operations (e.g. assessment committee, student committee)

• Supervisory – Involving delegation and organization of tasks
  • Training – New staff and student workers
  • Budgetary – Managing of student budgets

• Public Service – Directly or indirectly involved in providing for user needs
  • Patron Service – Involving direct contact with patrons (including correspondence such as email notices)
  • Access to Materials – Insuring that information is readily available onsite and online
• Departmental Interaction – Involving input from or referral to other departments (e.g. patrons with billed ILL materials being sent to Circulation)

• Professional Development /Involvement – Devoted to improving knowledge, skills and abilities in one’s area, as well as furthering the library’s stature in the community

• Training – Taking advantage of the experience of others to improve aspects of one’s jobs performance
  • Internal (e.g. MS Office workshop)
  • External (e.g. GPO training)

• Committee Work – Involving groups internal or external to the library
  • Internal – Involving the organization and planning of events or promotion (e.g. display, signage, centennial committees)
  • External – Involving organizations or groups outside the library (e.g. OLA or university committees)

• Data Management – Collection, organization and evaluation of data
  • Collection Maintenance – Ensuring that the information needs of the university are met in a timely and efficient manner
    • Inventory – Finding missing/mis-shelved items in the collection
    • Authority/Bibliographic control of the catalog – finding mistakes in the catalog
  • Budgetary – Ordering supplies and equipment within given budgets based on equipment and supply inventories
  • Correspondence – Communicating with others to perform job duties
    • Internal – Interaction involving other departments (e.g. AV collecting and list of missing DVDs and videos for replacement or withdrawal)
    • External- Communicating with entities outside of the library (e.g. contacting vendors)
Present: Patrick Baumann, Angie Brunk, Barry Hardwick, and Ashley Romans

1. Patrick presented a revised table layout of job responsibilities, based on the suggestions received from the Librarians Committee.

2. We discussed and reviewed the job responsibilities table.

3. We discussed the long term goals of the committee.

4. Patrick presented a floor plan of the library. However, the floor plan does not include the Annex.

5. We discussed which category “instruction” should fall under.

6. We discussed and revised the terms used to describe the time line for job responsibilities.

7. We reviewed and discussed the documentation from the library retreat.

Action Items:

- Distribute the excel file of the job responsibilities table to all of the committee members.
- Those who wish can begin inserting their own job responsibilities into the categories in the job responsibilities table.
- We will not meet next week (May 9th, 2008).
- During the following meeting, May 16th, we will assign specific jobs to each committee member. The committee members will then be responsible for inserting job responsibilities into the categories in the table.

Job Responsibilities:

- Administrative – Involving decision/policy making that effects the functioning of the library
• Budgetary – *Deciding what money is spent on* (e.g. book budget, electronic resources)

• Committee Work – *Relating to library operations* (e.g. assessment committee, student committee)

• Supervisory – *Involving delegation and organization of tasks*
  
  • Training – *New staff and student workers*
  
  • Budgetary – *Managing of student budgets*
  
  • Personnel – *Communicating and evaluating staff, including disciplinary action when needed.*

• Public Service – *Directly or indirectly involved in providing for user needs*
  
  • Patron Service – *Involving direct contact with patrons* (including correspondence such as email notices)
  
  • Access to Materials – *Insuring that information is readily available onsite and online*
  
  • Departmental Interaction – *Involving input from or referral to other departments* (e.g. patrons with billed ILL materials being sent to Circulation)

• Professional Development /Involvement – *Devoted to improving knowledge, skills and abilities in one’s area, as well as furthering the library’s stature in the community*
  
  • Training – *Taking advantage of the experience of others to improve aspects of one’s jobs performance*
    
    • Internal (e.g. MS Office workshop)
    
    • External (e.g. GPO training)
  
  • Service – *Involving groups internal or external to the library*
    
    • Internal – *Involving the organization and planning of events or promotion* (e.g. display, signage, centennial committees)
    
    • External – *Involving organizations or groups outside the library* (e.g. OLA or university committees)

• Data Management – *Collection, organization and evaluation of data*
  
  • Collection Maintenance – *Ensuring that the information needs of the university are met in a timely and efficient manner*
    
    • Inventory – *Finding missing/mis-shelved items in the collection*
• Authority/Bibliographic control of the catalog – *finding mistakes in the catalog*

• Budgetary – *Ordering supplies and equipment within given budgets based on equipment and supply inventories*

• Correspondence – *Communicating with others to perform job duties*
  • Internal – *Interaction involving other departments (e.g. AV collecting and list of missing DVDs and videos for replacement or withdrawal)*
  • External – *Communicating with entities outside of the library (e.g. contacting vendors)*
Staff Committee Meeting
Minutes
05/16/08

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

1. We discussed the separation of job responsibilities for faculty and staff that are responsible for multiple departments.

2. We discussed format printing issues with the job responsibilities table.

3. Each committee member was assigned other faculty and staff’s job descriptions to place in the job responsibilities table. (please see outline below)

4. We discussed the new software, “Sketch up”, for creating an updated library diagram.

ACTION ITEMS:

• Patrick will send the revised template for the job responsibilities table to all of the committee members.

• All committee members should work on placing their assigned job descriptions into the job responsibility table and bring what they have completed to the next meeting.

• We will not meet next week (May 23rd 2008); the next meeting will be May 30th 2008.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Assigned Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick</td>
<td>• Dana</td>
</tr>
<tr>
<td></td>
<td>• Jacob</td>
</tr>
<tr>
<td>Ashley</td>
<td>• Michele</td>
</tr>
<tr>
<td></td>
<td>• Linda W.</td>
</tr>
<tr>
<td></td>
<td>• Melissa</td>
</tr>
<tr>
<td>Barry</td>
<td>• Jeannie</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Assigned Job Description</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Linda D.</td>
<td>• Renee’</td>
</tr>
<tr>
<td>Angie</td>
<td>• Kirsten</td>
</tr>
</tbody>
</table>
Staff Committee Meeting
Minutes
05/30/08

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

1. We reviewed the progress committee members were making on their assigned job responsibilities tables.

2. We discussed putting meeting minutes and job responsibilities table on the K drive.

3. Patrick reported that we received positive feedback on our job responsibilities.

4. Discussed tense standardization of terms.

5. Decided to use present tense verbs.

6. Discussed staff committee being apart of the strategic plan.

7. Discussed asking Adrianna to do a job description. We all agreed.

ACTION ITEMS:

• Get as much completed as possible on assigned job responsibilities tables, for next meeting 06/13/08.
• Present to librarians as Librarians meeting on 06/19/08.
• Ask Adrianna to create a job description (Patrick)
PRESENT: Patrick Baumann, Linda Davis, Barry Hardwick, and Ashley Romans

1. We discussed the recently created generic librarians table.

2. We discussed the possibility of creating a generic staff table.

3. We reviewed the progress made on the job responsibilities tables.

4. We discussed questions we had about our individual job responsibilities tables.

5. We began standardizing specific responsibilities.

6. Patrick informed us that Adrianna has agreed to create a job responsibilities document for the Library Director position.

ACTION ITEMS:

- Get as much completed as possible on assigned job responsibilities tables, for next meeting 06/20/08.
- Present to librarians as Librarians meeting on 06/19/08.
- Print out job responsibilities tables for Linda (Patrick).