Staff Committee Meeting
Minutes
7/17/12

Present: Chelsea Baker, Destiny Darbison, Patrick Baumann, Theda Schwing

Staff Survey:

Questions 1-5:

Staff indicated a high level of importance for interpersonal relationships with both their supervisors and the library as a whole. Staff also indicated a low level of satisfaction in both of these areas.

Theda will send survey results and abbreviated comments to the librarians before the 7-19 meeting with a suggestion of more frequent luncheon/get-togethers and ask for suggestions from the others.

Next meeting:

TBA
Staff Committee Meeting
Minutes
8/8/12

Present: Destiny Darbison, Patrick Baumann, Theda Schwing

Staff Survey:

1. We will offer a word document on the k: drive with a space for suggestions.
   a. The document will have at least two suggestions to start off.
2. We will send an email to staff updating them on the results of the survey.
   a. It will say that one of the most problematic areas is interpersonal relationships, and we
      want to address this issue by allowing the opportunity for suggestions. The Staff
      Committee will then work on implementing these suggestions.
   b. Suggestions will be due by August 31.

Calendar for librarians’ procedures manuals

There seem to be a few options:
1. We complete our areas as planned and leave the vacated areas until we get a new
   librarian
2. Each of the librarians works on their own areas plus Angie’s areas.
3. Each of the librarians does comprehensive manuals for their own areas, plus drafts of
   Angie’s areas.
4. Preliminary calendar:
   a. September:
      i. Reviews of other libraries manuals
   b. October:
      i. Timeline will be finalized at the librarians’ meeting
   c. November:
      i. Tables of contents will be completed and returned to the Staff
         Committee.
   d. December:
      i. Review and approval of TOCs by the Staff Committee

Action items:

- Theda will create the survey suggestion document (by 8-10-12)
- Patrick will send the survey email to staff (by 8-15-12)

Next Meeting:

- Week of September 3rd
  o Survey suggestions will be discussed.
  o Set up review of other libraries’ procedures manuals.
Staff Committee Meeting
Minutes
10/12/12

Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

Staff Survey:

- Staff survey project is completed
- Outcomes:
  - Potlucks
  - Monthly staff meetings

Departmental (staff) procedures manuals

- By winter break: Make sure all tasks the position does are listed in the manual’s table of contents in a logical order, as applicable. We will not be looking at steps at this point.
  - Patrick needs to send an email to entire library requesting this.
  - Staff need to send manuals to Patrick by winter break.
  - Patrick will forward to the rest of staff committee.
- Staff committee will look at these the first week back from winter break in January. At this point, we may be able to develop benchmarks that we could set between March and July.
  - Staff committee will make recommendations as we see fit.
- By end of July: complete and polished departmental manual
- Beginning of August: Staff committee will review these and make recommendations.

K: Drive

- It’s a mess. Items to address:
  - Naming conventions
    - Hyphens or underscores splitting phrases?
    - Capitalization
  - Where stuff gets stored?
    - What goes under documentation, for example?
  - Redundant storage—okay to put folders in multiple places
- Step one is to revise documentation policy. We will include specific folder names in the policy.
- Make presentation at library-wide meeting to get approval for reorganization specifics
- After approval is obtained, we can move major folders
- Departments can arrange their own folders however they want, but we will ask them to organize it in a logical fashion. Staff committee will check on this.
- Staff committee will actually begin reviewing K: Drive reorganization on a yearly basis
- We will look at the K: Drive at the next meeting.
Librarians’ procedures manuals

- Job/department-specific TOCs due to Patrick by winter break. Patrick will send these to the rest of the committee.
- PB will write ILL librarian section
- DB & AL will write Outreach section
- CB will write Circulation section
- Staff committee will review TOCs first week of January, along with the departmental procedures manuals

Action items:

- Patrick is to call a meeting soon after fall break to begin addressing K: Drive, particularly documentation policy
- Patrick will notify other librarians about librarians’ procedures TOC deadline and the whole library about the departmental procedures manual TOC deadline as soon as possible.

Next Meeting:

TBD
Staff Committee Meeting
Minutes
10/25/2012

Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

New and Revised Job Descriptions

• Need to standardize
• Supervision of student assistants section should be identical in all staff job descriptions
  o Make sure to say student assistants rather than student employees
• 5 job-specific things from staff evaluation forms should be on staff job descriptions
• Job descriptions should be formatted the same (i.e. indentation) and use same terminology (student assistants rather than student employees)
• Order
  o Librarians should write description in order of importance and put things that all librarians do at the end
  o Large categories should be in order of importance/priority
    ▪ Sub-points should be in a logical order (i.e. you must hire a student before you can train them, so hiring comes first then training)
  o For Daytime Circulation position, maintaining day-to-day circulation activities should come first. For Evening/Weekend, ILL should come first.
• Wording revisions:
  o Revision: Supervise student assistants as necessary, including but not limited to:
  o Revision: Essential Duties and Responsibilities, as listed below, should be carried out in coordination with the supervising librarian.
• We’ll deal with the footers later
• Job descriptions are due on the K: drive by 10/31. Patrick will compile and send to everyone so we can look at them before Friday All-Library meeting

Action Items:

• PB: Add qualifications, education, physical demands, etc. sections to Evening/Weekend Assistant position before sending it out as a template to the library
• PB: Send email to all library with Evening/Weekend Circulation Assistant revised position attached. In body of email, discuss the following:
  o Organization of broad categories (i.e. supervise students) should be based on priority
    ▪ Subcategories should be organized in a logical sequence (i.e. you must hire a student before you can train them, so hiring comes first then training)
  o Standardize common terminology like student assistants
  o Follow the attached template as closely as possible.
• Patrick is to call a meeting soon after fall break to begin addressing K: Drive, particularly documentation policy
• Patrick will notify other librarians about librarians’ procedures TOC deadline and the whole library about the departmental procedures manual TOC deadline as soon as possible.
Staff Committee Meeting
Minutes
11/14/2012

Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

Librarian Procedures Manuals

- Librarians and Destiny will meet tomorrow, November 14th, (without Adrianna) to discuss librarian procedures manuals
- Start with our training checklists and job descriptions to get broad categories for TOC
  - First, we need to update the training materials to account for new job titles and other changes
  - Outline for Librarians’ Meeting:
    - Open meeting by saying that we plan to use the training materials to develop our table of contents. In order to get there, we first need to revise these materials.
    - Also encourage everyone to look at their own job descriptions and update them in accordance with the way that we updated the staff descriptions so that these can be used for TOCs.
      - First job description to revise should be the new librarian’s. We don’t know when we’ll do that...
    - During the meeting we will:
      - Make a list of parts within each file that need to be updated,
      - Assign all identified parts to individuals, and
      - Identify a tentative deadline for when the revisions are due.

K: Drive Documentation & Organization

- We are pushing this project off until the spring semester so that we can devote full attention to revising our training materials, developing and reviewing TOCs, and otherwise preparing for our new librarian.

Action Items:

- **Patrick is to call a meeting to begin addressing K: Drive, particularly documentation policy**
- **Patrick will send Adrianna an email today letting her know what we are discussing at tomorrow’s meeting and that we will not be addressing the K: Drive until the spring.**
- **Remove K: Drive discussion from 12/13 Librarians’ Meeting agenda**
Staff Committee Meeting  
Minutes  
02/06/2013  

Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

K: Drive

- Items we need to discuss
  - Structure
    - Scope of our responsibility
    - Who do we report to?
  - How to edit/make changes
  - How to maintain—llstaff updates? Yearly?
  - How deep should we go into sub-folders?
    - Maybe in the future we want to look at departmental folders—develop best practices for organizing, such as don’t duplicate
  - We aren’t going to tackle the issue of how long to keep files on the K Drive
  - We will discuss at all-library meeting, but we don’t have to make a formal presentation to the staff. We’ll just email them

- Timeline
  - Develop reorganization proposal by 2/15. Email proposal to all library on 2/15
    - Will need to include naming conventions for folders and files
    - Ask staff to email comments to their supervisor by 2/27
  - Librarians will give feedback on 2/28 at Librarians’ Meeting
  - Staff committee makes requested changes to proposal by 3/7
  - Staff Committee reorganizes and creates new folders by 3/15
    - We put things that we don’t know what to do with into another folder for people to look through
    - We also change folder names
      - We’ll have to go in and update the file path in the footer
  - People will have looked through the “unknown” folder by 4/5 and moved their files where they need to go. We will delete whatever is left in the “unknown” folder by 4/5
  - Maintenance procedures still to be determined, but we may set up reminders in llstaff and send out an email yearly for everyone to check over their stuff
    - We may also check over a certain number of folders at each meeting
Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

K: Drive

- We revised Theda’s K: drive structure together.
- We worked on naming conventions
  - Unless otherwise specified, this applies to folders and files.
  - Try to keep names consistent (i.e. items that are updated yearly need to have a consistent name with the only variation being the year; similar files for student, staff, and librarians are worded the same; etc.)
  - Punctuation
    - Use spaces not underscores
    - Use spaces if name is more than one word
    - Don’t use periods
  - Don’t abbreviate words in folder names
  - Capitalize only the first letter of each word (except for and, or, the, etc.)
  - Capitalize all letters in acronym (DVD, CD, etc.)
  - Spell out library acronyms in folder names (ILL = Interlibrary Loan)
  - Dates
    - Use whole years (2012)
    - YYYY-MM-DD
    - For minutes, file names should be Committee Name Minutes YYYY-MM-DD
  - Make file names as descriptive as possible of the document
  - Avoid using personal names when possible
  - Save items using common file types

Adrianna does want to see the final document after we make the changes that are discussed on 2/28.

Send reminder to staff the day before we move files and also notify when we have gone through everything and created an unknown file.

Ask staff to email us when they have checked through unknown folder.

Patrick will email K: Drive Proposal, File and Folder Naming Conventions, and our timeline for moving forward to staff on or by 2/15.
Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

K: Drive

- We revised K: Drive structure based on comments from the March 14 Librarians’ meeting

Timeline:

- PB sends timeline and revised K: Drive structure to entire staff, preferably by 4/6
- Preliminary rearrangement of files done by 4/12
  - By TS
  - TS will check with DB to see what files DB wants us to move herself
- Rest of Staff Committee will look at K: Drive between 4/15 and 4/18
  - Staff Committee will email TS with any changes
  - TS will confirm list of changes with committee and make those changes by 4/19
- April 22-May 10
  - PB will email all of library on 4/22 to let them know that miscellaneous folder is ready for them to move their stuff out of them
  - Staff will check over miscellaneous folder at this time.
- May 13
  - Miscellaneous folder will be deleted by TS

Librarians’ Procedures Manuals

- Next meeting April 17th at 9 a.m. to discuss procedures manuals
  - PB will put on calendar and invite Staff Committee members
- PB will forward librarians’ table of contents to all members of staff committee
  - We will talk about areas of commonality and other observations at 4/17 meeting.

Action Items

1. PB: Email all library with K: Drive structure and new timeline
2. PB: Put April 17th 9 a.m. meeting on 1staff calendar and invite us all
3. PB: forward librarians’ table of contents to all members of staff committee
4. PB: email library when miscellaneous folder is ready for review
Staff Committee Meeting
Minutes
04/11/2013

Present: Destiny Darbison, Patrick Baumann, Theda Schwing, and Chelsea Baker

Staff Committee Future

• It was proposed that the Staff Committee be a project-based, ad-hoc committee of the All-Library meetings, rather than a standing committee
  o Patrick would continue as the Chair of the Committee
  o When a project is assigned to the committee, Patrick will ask for volunteers from the All-Library meeting to work on the project
  o Patrick will discuss this proposal with Adrianna before the 4/18 Librarians’ Meeting. Patrick will email the committee with the results of this meeting.
  o If Adrianna is on board, Patrick will bring this up at the 4/18 Librarians’ Meeting
  o All members were in favor of this proposal

K: Drive Review

• It was proposed that a review of the K: Drive be added to the annual policy review
• If this proposal is approved, we could add a statement to the Naming Conventions policy that read something to the effect of “When this policy is discussed during Policy Review, the K: Drive should also be reviewed for adherence to the structure and these guidelines.”

Action Items

1. PB: Talk to Adrianna prior to 4/18 Librarians’ Meeting about making Staff Committee an ad-hoc project-based committee. Email the committee to let us know what Adrianna says.
2. PB: Put April 17th 9 a.m. meeting on Illstaff calendar and invite us all
3. PB: forward librarians’ table of contents to all members of staff committee
4. PB: email library when miscellaneous folder is ready for review
Next meeting: 6/26/13 1:30-2:30 pm

Agenda:

1. Action Items
2. Discussion of Staff Evaluation Forms

Topics for future meetings:
Revision of Staff evaluation forms and process

Action Items:

Destiny:
1. Will email Dr. Lancaster for more details regarding separate evaluation forms.

Mica:
1. Send meeting notes to DD, and send out next meeting invite to all.

Jolene:
1.

Sam:
1.

Wendy:
1.

Discussion:

1. Overall Performance Page
   a. All would prefer to have an “Exceeds Expectations” option on Overall Performance Appraisal Summary.

2. Page 1 of Form
Staff Evaluation Committee Meeting
6/12/2013
In attendance: DD, MM, JP, SB, WM

a. Possibly take the five Duties from page one and format a page similar to page two including job descriptions. This would assist staff in areas to work on and make the evaluation process easier on supervisors.
b. DD will contact Dr. Lancaster for further details and advisement.

3. Page 4 of Form
   a. Discussed comment section and what would apply.
   b. Discussed how the review is conducted with newer staff members.

4. Next meeting
   a. June 26th at 1:30