

4-27-2015

Library Department Head Meeting Essence Notes

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Recommended Citation

Wilbanks, Alva, "Library Department Head Meeting Essence Notes" (2015). *GS Libraries Department Heads Meetings Essence Notes*.
23.
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Library Department Heads Meeting

April 27, 2015

Essence Notes

Present: Ann Hamilton
Debra Skinner
Fred Smith
Alva Wilbanks
Cynthia Frost
David Lowder
Ruth Baker

Library Day Planning:

Ann Hamilton reviewed the draft of the Library Day Agenda with department heads and discussed suggestions that had been submitted by faculty and staff for the open sessions. Additional suggestions voiced included a Personality Identification Workshop conducted by Jeff Laws from Human Resources. Ann stated that all of the first floor classroom and the conference room have been reserved for Library Day and would be available for concurrent session and departmental meetings. Additional suggestions may be sent to Ann or Bede.

Staff Assistant/LA III Description in Digital Commons:

Discussion took place on the job descriptions uploaded in Digital Commons that show classification titles of Staff Assistant/LAIII, whether we should drop the LAIII from the title, or keep it attached to the job description for future reference in dealing with Human Resources' classification system. The consensus was to keep the historical reference. Debra will create in Digital Commons a note section for each job description for the purpose of recording historical reference to job titles, etc.

Adjusted Work Schedules:

Faculty discussed the Human Resource Flextime or Compressed Work Week policy regarding staff adjusted work schedules. Because the library operates on a 24 hours schedule, clarification is needed on which staff should complete the required form; any who do not work the regular 8 to 5 workday or just staff that work a compressed schedule of 4 days or less. The topic will be reviewed at a future meeting.

Public Service Training Followup Reports:

None

Announcements:

Collection and Resources Services Department - New faculty: Jeffrey Mortimore (Assistant Professor as Discovery Services & Data Collection Librarian) Start date July 1, 2015.

Ann described the \$10,000 ALA/NEH *Latino Americans: 500 Years of History* grant application she and Bede have been preparing.