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# Library Department Head Meeting Essence Notes

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## Library Department Heads

May 10, 2016

### Essence Notes

**Attending:** Bede Mitchell, Clement Lau, Fred Smith, David Lowder, Jocelyn Poole, Ruth Baker, Debra Skinner, Alva Wilbanks.

**Writing Center and Branen ADA Equipment Relocation:** Bede reported that the project will kick off on May 31; the library's prep work should be completed by that date. Completion date of the project is scheduled for July 26. The writing center will carry out their summer service in the current location. The floorplan for the center was reviewed, along with the prep work to be carried out by the library involving the relocation of computers and furniture. Bede and David will follow up on some concerns with the electrical outlets at the proposed reception desk. The book scanner will be moved after the location of the reception desk is confirmed. All of the current equipment is being relocated on the second floor in the Learning Commons area. ADA equipment will be relocated to the general collection seating area on second floor overlooking the Williams Center. Artwork in this area may need to be relocated. Empty shelving on second floor will be disassembled and surplus except for one section to be placed in the ARC for future use. The possibility of establishing some type of closed work sections on third floor will be decided upon by the department heads at a later date.

**Library Handouts for Bulloch County Community Reading Fair:** Handouts informing the local community members of the opportunities to access the library will be distributed at the fair on Saturday, May 21st. Department Heads should advise Bede of handouts they want distributed.

#### **Workshop for Library Personnel: Communication and Conflict Resolution in Complex Organizations:**

Bede reviewed the proposal with department heads and asked for feedback. Options for lunch were discussed along with adjusting the work schedule to end at 4 pm instead of 5 pm. Department heads are to communicate with their staff regarding the mandatory workshop. Feedback should be submitted to Bede by May 12.

**GUGM (GIL Users Group Meeting):** Discussion took place regarding the limited number of attendees the library can send to the meeting. Department heads are to review the list of names who have indicated interest in attending and advise Bede of who in their department should be allowed to attend.

**Five Hour Policy Rescinded:** Bede referred the department heads to the recent email from the President's office rescinding the five hour policy.

A general discussion took place on conserving energy and how the library can be a part of the overall efforts. The conversation brought forth such suggestions as conducting a light inventory, the possibility of acquiring sustainability grants to do some conservation efforts such as installing a certain type of light next to windows that will turn off if there is sufficient lighting in the area, eliminating lighting that is not needed such as the track lighting in the atrium, installing motion detectors for when the library is closed for custodians who come in to clean, changing the custodian procedures, conducting an energy audit, shutting off the computer monitors at

night. Bede will follow up on this conversation with James Grigg, Director of Facility Operations. More discussion to follow on this topic.

Bede reported that he will be working with Alva in establishing FY17 budget allocations based on department requests. He voiced concerns regarding year-end supply orders and asked that new methods of ordering be considered.