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## Library Department Head Meeting Essence Notes

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## Library Department Heads

December 21, 2016

### Essence Notes

Attending: Bede Mitchell, Clement Lau, Fred Smith, Jessica Garner, David Lowder, Debra Skinner, Jocelyn Poole, Alva Britt.

The meeting was preceded with a luncheon for retiring librarian, Jocelyn Poole, Information Systems Department Head.

**December 22 Fire Drill and Fire Extinguisher Training (Room 1300):** Bede discussed the final details involving the upcoming fire drill and fire extinguisher training. A remainder has been sent out and signs posted in the entrances. It was decided that the main phones in each department will be placed on call forwarding to the Access Services answering machine (5-5028) and a special message will be recorded informing the public of the drill. A message will also be recorded to cover the Christmas holidays. Alva will check with telecommunications regarding the purchase of a modern phone with options for voice mail. Some suggestions made on how to identify library employees who would be giving instructions to patron were the wearing of hard hats, vests, or badges (all employees should wear their name badges on the day of the drill). It was decided that each department will establish an emergency evacuation plan as where to meet and how to account for their personnel. Bede is in the process of updating the written evacuation procedure plan and will incorporate the suggestions discussed today for review at the next department heads meeting.

**Job Interviewees to be Given Performance/Attendance Expectations:** For future hiring of staff, interviews are to include a standard list of expectations regarding performance, attendance, and expectations. A draft will be created in Google Docs and department heads may add suggestions. Once approved, departments should use the document when interviewing and have the interviewee acknowledge receipt of the document. Departments may also add additional items to their document based on particular situations they deem necessary. Bede will review the policies in Digital Commons for any that relate to our needs.

**January 21 Averitt Performance co-Sponsored by Henderson Library:** Clement volunteered to be the library's representative at the poetry reading event in Bede's absence who will be attending the American Library Association Conference in Atlanta. Faculty are also encouraged to attend and represent the library. Contact Bede if you wish to attend; tickets are \$10.

**Alma Update:** David reported that the onsite training to be held in February in a three day event. However, a one day event is available on the 16th costing \$72 (Includes lunch and snack). The library will cover the cost of registration and any overnight lodging for those that should attend. Registration deadline is January 20. Notify David of those from your department that will attend so that a group registration can be submitted.

### **Department Reports:**

Access Services Department: Resignation of Kimberly Hall effective January 3, 2017.

### **Old and New Business:**

- Provost reported that a company has been hired to look into institutions that are peer and aspirational institutions. Deans have been asked for feedback .
- Excess rocking chairs - send Bede suggestions on where to locate the chairs.

- Student employment job fair. Alva will contact them to see if they are following the same routine, etc. and then a decision can be made regarding our participation.
- January 5 staff awards: Lionel 5 years  
Peggy Huggins 10 years  
Wendy Harrison 10 years  
Sue Murray 25 years

Merit nominations: Alva Britt  
Jennifer Gerrald

- Rebecca Hunnicutt hired as part time librarian to help cover the Learning Commons January through June.