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GS Libraries Department Heads Meetings Essence Notes

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GS Libraries Department Heads Meeting

December 10, 2018

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Clement Lau, Jeff Mortimore (sitting in for Debra Skinner), Leslie Haas, Jessica Garner, David Lowder, Lizette Cruz.

Lane Library: Doug Frazier, Judith Garrison, Beth Burnett, Aimee Reist, Ann Fuller.

Agenda Topic Libraries Day, December 14th.

Bede went over the agenda for Library Day on December 14th. Debra Skinner, Doug Frazier and Judith Garrison had already shared ideas on breakout sessions. Bede asked if anyone else had suggestions for breakout sessions. Jessica and Leslie made some suggestions for other important breakout sessions. Some discussion was held back and forth to finalize the breakout sessions for Library Day. Bede asked if a large group session on the budget redirection was needed or if a small group session was better idea. It was decided that tentatively there would be an introductory 30 minute large group session focusing on the 10% budget reallocation, the Comprehensive Administrative Review and a word from the members of the new dean search committee. Bede will send out a poll for everyone attending to sign up for sessions. After everyone has signed up, Bede will finalize the agenda on Thursday, December 13th.

Henderson Library Business:

On Friday, December 14th there will be fire alarm testing going on at the Library. Bede suggesting having a note on the library website and having signs forewarning everyone that fire alarm testing will be going on from 8am to 5pm.

Knox will be mitigating for bedbugs on the 20th and 21st December. A reminder to all faculty and staff that the chemicals used are not harmful to humans. Closing areas as they are being treated were discussed. This treatment is simply a preventative and maintenance measure. There are no issues presently with bedbugs.

Clement wanted to coordinate a plan to identify broken furniture for repair. Clement will also be following up on the emergency generator panel to make sure it is working before the holiday break.

Clement has the book freezing procedures draft. He will be sending out the draft for review to the members of the team charged with the freezing procedures and making a list to order supplies.

David Lowder asked everyone to take a look at the wiki and see if there are things that should be archived. At some point it might have to be shut down, so before that happens David would like to know what should be done with the items in wiki at the moment.

There being no more announcements or questions the meeting was adjourned at 10:21 AM.