

LIBRARY SUPPORT STAFF ADVISORY COMMITTEE
APRIL 18, 2007
MINUTES

PRESENT: Mary Case, Veronica De Kowperlandth(recorder), Joel Chris Wadle (by phone), Jessie Duran, April Pittman, Teauria Brown
ABSENT: Irene Williams

Mary Case began the meeting at 9:10 a.m., adjourned at 10:15 a.m.

The minutes from March 21, 2007 had the following changes:

Remove the sentence regarding the telnet change. Mary will follow up with Francis about the notice to those impacted by the change.

The "healthy heart" event should say it was held at "LHS Chicago".

Leskovec asked if GMR was included in the pool for the "Department of the Month." Mary confirmed it was.

STAFF DEVELOPMENT SUBCOMMITTEE

Jessie welcomed April Pittman and Veronica De Kowperlandth, both were in attendance.

The next big project will be to launch a survey. Kathy will assist with the survey monkey tool. The next meeting will be May 14, 2007.

Employee Recognition Task Force co-chairs, Mary Diaz and Chandra Waters, will be invited to attend the next meeting to discuss new ideas, suggestions, etc.

REACHING FORWARD

Joel confirmed the notices for the "Reaching Forward Conference" were sent out. The deadline is set for Friday, April 20, 2007. Applications submitted will be reviewed on Monday, April 23, 2007.

NATIONAL LIBRARY WORKERS DAY

This event was held at the Library of the Health Sciences. Staff members contributed the food. Teauria and Joel were in agreement that the event was a nice way to show appreciation of staff. They look forward to next year's event being bigger and better.

LSSAC'S WEBPAGE MAINTENANCE

Jessie suggested having a "current member" work with Kathy Killian to assume the maintenance of the LSSAC webpage, add previous members to the webpage, and the year the committee was established.

Irene accepted the position to work with Kathy.

DRAFT-ANNUAL REPORT

The draft will be updated and submitted to Mary Case for approval before posting on the webpage.

SENSE OF COMMUNITY

April Pittman and Veronica De Kowperlandth were both welcomed. Jay Jurek suggested having the "Social Event at LHS during the Summer or Spring months and the "Holiday Christmas Party" at the Daley Library. John Cullers suggested inviting Susan Jacobson to the next meeting to consult with her on "how to" advertise the social events. John will invite her.

Teauria raised the question regarding the "term Length" for each member on the SOC, and who would vote. Mary suggested perhaps SOC should make the decision and submit it to her.

SUGGESTION BOX

A request was made to have "paper towels" put in the "rest rooms" as well as the "staff lounge".

The question was asked "Why are people excused for "mandatory" meetings? Mary stated she will have the "Department Heads" decide how to actually handle this matter.

The Staff Lounge situation at LHS was suggested by Mary to be handled by SOC. Mary suggested one or two things could happen:

- a. allow the co-workers to resolve the situation
- b. bring in a mediator

A request will be made, per Mary, to Carol and Emily to hold a staff meeting to see if this situation can be resolved within.

Mary suggested a representative from each group meet with the departments/individuals and reminds the staff that we are here and willing to hear their issues or concerns they may have. Chris agreed that there is a need to get the information out regarding each group's goals, achievements and agenda. It was agreed to have the "suggestion box" checked once a week and the questions scanned.

ALL STAFF MEETING

It was suggested to Joel that if it is possible to have the agenda sent out to the staff prior to each meeting. Mary indicated, she will allow staff more time to intervene during the meeting.

The question regarding "protocol" for posting information decided by the committee was asked by Joel. Mary's response, continue to let her see everything prior to posting, for now.

DEPARTMENT OF THE MONTH

GMR's name was pulled for the month of June.