

**Library Support Staff Advisory Committee
May 16, 2007
Minutes**

Meeting Started at 9:10 adjourned at 10:15

Present: Mary Case, Veronica De Kowperlandth, Jessie Duran, April Pittman (Recorder), Joel Sanders, Chris Wadle (by phone),

Absent: Teauria Brown & Irene Williams

Minutes from the April 18th were recorded by Veronica De Kowperlandth and sent on May 4, 2007. Approved by Mary Case with a few corrections.

The final report on the Library Support Staff Advisory Committee's Annual Report was submitted.

Staff Development Subcommittee Report

Reaching Forward

Fourteen staff members were approved to attend the Reaching Forward conference on May 18, 2007. Members were asked report back.

Website

Irene Williams met with Kathy Killian to take over the maintenance of the web page and had uploaded the minutes.

Staff Survey

Jessie Duran met with Kathy Killian to go over survey monkey tool. Once the questions are on paper the committee will discuss the layout of the survey. It will include an array of topics.

SD Committee will get input from SOCC and would like to have all survey questions by the next LSSAC meeting on June 20. The survey will be up for a month.

The survey launch date will be set in mid July after Mary reviews/approves the survey.

***Other projects**

LSSAC is going on tour. This is an effort to reach out support staff. We will visit each department to talk about our committee. Department heads would be contacted and asked for a date to visit their department. Mary Case had already mentioned this at the Steering Committee meeting.

Mary Diaz and Chandra Waters the attended SD monthly meeting on May 9. The committee reviewed the final report that was submitted by the Employee Recognition Task Force. We discussed ideas for employee recognition.

They mentioned that the Employee of the Month was not favored and they wanted to move away from peer-reviewed type recognition.

Recognition similar to the WOW award was mentioned. Library support staff would be picked randomly (by pulling a name out of a box) and surprised like the WOW recipients. A name wasn't giving for this type of recognition.

SD would like to celebrate the entire National Library Workers Week and have a series of events. We want to hang banner, have everyone wear the same color t-shirt day and have refreshments. SD will submit a proposal to Mary.

***Potential staff development fund**

It was suggested that each support staff have approximately \$100 a year for training classes and or to attend a conference. If the money is not used that year it will not roll over the next year.

Mary Case will check on how how much funds are available for staff development.

The Staff Development Committee was asked to submit a proposal that would includes guidelines for such funds.

Mary Case suggested that SD look at the Faculty website to get an idea on some of the guidelines.

Sense of Community Committee Report

Suggestion Box

There are no new suggestions in the Suggestion Box

Mary Case asked was the suggestion box for Support staff? Faculty and AP have been posting comments online. It was agreed that the suggestion box should be available to all library staff.

Summer Event update

SOCC proposes an ice cream social, including sorbet for those who are lactose intolerant or vegetarian this is to be held at LHS the week before classes begin in August.

SOCC proposes a Harvest event in the fall, held off campus at a pumpkin patch. Transportation would be left to those attending and refreshments donated by the participants and/ or with a small fee charged

SOCC would like to do a sponsorship of a number of small events that would attract different audiences rather than just one or two library-wide events per year could help broaden the sense of community in the library.

Communication with staff/department

SOCC member Teauria Brown, Jacqueline Leskovec & Cleo Pappas was to meet with Emily Guss and Carol Scherrer to discuss the matter of television use in the LHS Staff Room. The meeting was postponed because two people were unavailable to attend meeting. It has not been rescheduled.

Other questions and comments

Mary Case will speak with Steering Committee about online suggestion box & physical box in Staff Lounge.

Mary Case suggested that we form focus groups to help with future projects.

Four seats on LSSAC will become available in February. A question was asked about the transition to the new term.

Mary Case will talk to Steering Committee about all staff being present at all mandatory meetings.

Next meeting: Wednesday June 20, 2007 at Daley 1-360

Recorder: Joel Sanders