

Library Support Staff Advisory Committee
June 20, 2007
Minutes [DRAFT, dated June 26, 2007]

Present: Mary Case, Teauria Brown, Veronica De Kowperlandth, Jessie Duran, April Pittman, Chris Wadle (Recorder), Irene Williams

Absent: Joel Sanders

1. **Review of the Agenda:** Thanks were expressed to Irene for putting the agenda together. The agenda was approved and no new items were added.
2. **Minutes of the last meeting:** The minutes from the May 16, 2007 meeting were approved and will be posted. Thanks April.

3. **Staff Development Subcommittee Report:**

Tour Review – The departmental visits are going well and have been (for the most part) well received. It was expressed that Jessie introduces the tour, Joel talks about Reaching Forward, Irene—Staff Development Day, Teauria—Employee Recognition, April—National Library Workers Week, Veronica—Holiday Party/Summer Event, Chris—Suggestion Box/Survey Monkey. Everyone pitches in if someone cannot be there to do their part. Most of the questions we receive are about the events and we have noticed an increase in suggestion box activity. Based on the feedback our Tour receives we will probably have open forums in the fall.

Reaching Forward – A pleasant experience for all who attended.

Staff Survey – The staff survey is still being worked on.

Staff Development Fund – The Staff Development Subcommittee is working on a proposal regarding funding for staff development activities for support staff.

Staff Development Day – Work is beginning on identifying possible speakers for the next Staff Development Day.

4. **Sense of Community Committee Report:**

Suggestion Box – We are working on two groups of questions currently. Since we had to go outside the committee to respond to some of the questions it has taken some time to receive a response from the various parties. One of the

questions was about security and Mary is considering mandatory security training for all staff.

Summer Event – This will be an Ice Cream Social type of event. Mary has indicated that she will support this and we are looking into vendors and caterers for the fruit and ice cream. The committee would like to have extended lunch hours for faculty and staff so they may attend without worrying about the travel time between LHS and Daley. It is our hope to bridge the gap between campuses by having the Holiday Party at Daley and a summer event at LHS. We hope to include an informational booth of some kind.

Budget Approval for Events – We would like to formulate proper procedures for securing a budget for events like the Holiday Party and the Ice Cream Social

Other – The committee is looking into various other activities that could take place outside of work hours like visiting a pumpkin patch or going on a hayride where participants would be responsible for their own transportation and costs. One idea that has surfaced is to bring a recipe to the Holiday Party and then create a cookbook. Also it would be nice if pictures of the events that happen in Chicago could be posted so that the sites could feel like they were able to participate.

5. **Other Issues:** There were no other issues

6. **Drawing of the next Department of the Month:** The next Department of the Month is the GMR and they are celebrating on June 26, 2007. It was decided that we would not have a Department of the Month in August and as the bowl was forgotten I am unable to include the Department of the Month for September in these minutes.

7. **Next Meeting: Wednesday July 18, 2007 at LHS at 9:00.**
Recorder: Irene Williams

Respectfully submitted by,
Chris Wadle