

Library Support Staff Advisory Committee (LSSAC)
June 21, 2006

Minutes- Present: Teauria Brown, Mary Case, Jessie Duran (recorder), Jay Jurek, Kathy Kilian, Chris Wadle

Absent: Joel Sanders, Irene Williams

Conference call: C. Wadle- (309) 671-8493

Kathy Kilian distributed copies of the (6) comments received in the web survey suggestion box. The suggestion box was created to solicit comments from library staff related, but not limited, to Staff Development and Sense of Community. The suggestion box announcement will be modified to include text such as: "While you may post anonymously, your comments may be available for the library's view."

It was suggested that the web suggestion box and a space for LSSAC be maintained on the Library Staff Pages. LSSAC should be added under the Councils and Governing Committees. Mary may ask Jessica Canlas to maintain the LSSAC web page once in place. Jay expressed interest in assisting with web maintenance down the line. Jay added that the Sense of Community subgroup would like representation on the site as well. The LSSAC page will also include the minutes from our meetings and items such as training opportunities, etc. Kilian will post the minutes.

The committee decided to reply to the comments received in the suggestion box. It was suggested to link responses with suggestions. Jay volunteered to respond to Sense of Community-related comments, once it has been discussed with the Sense of Community sub-committee. Kathy will do the same for staff development questions/comments. However, members of these respective sub-committees may respond as well. An announcement will be posted in ULIB stating that a member from LSSAC will respond to the comments in the suggestion box.

The EDP process was identified as a priority in our last meeting. Since the process is underway and the Library's deadline to submit EDPs is July 7, efforts to promote and emphasize its importance to staff development will be revisited in the near future.

Kathy is researching information on the 360-Degree Feedback tool. The committee will consider and discuss how to incorporate the tool (or elements thereof) into library practice.

Jessie is part of the Library's Orientation Task Force. The TF was notified of LSSAC's interest in reviewing the new Orientation program. Members of the Orientation TF agreed to have LSSAC review the new material once it is on-line in the next few weeks.

Jay and Teauria co-chair the Sense of Community sub-committee, which has met twice to-date. The committee identified three main issues. Members of the committee report an

inconsistent policy regarding staff's use of email. The concern is that support staff are not allowed access to email during work hours. The committee proposed to distribute a paper survey. Mary affirmed that email is the library's primary tool by which communication is disseminated. This issue will be addressed at the Department Head/management level. Department Heads will be asked to notify library administration should there be a shortage in equipment, limiting staff's access to email.

A second issue from the Sense of Community sub-committee is how to incorporate the library student employees into community-building activities. The committee has opened up a discussion about this topic.

The third issue consisted of a visit to LHS- Peoria. In principle, the idea would be ideal. However, there are labor relations issues.

Teauria will provide the Sense of Community sub-committee copies of the comments from the web suggestion box.

Mary drew a name for the next "Department of the Month", which belongs to the Documents Department. Announcements will follow.

"To do list" before next meeting:

- Create a listserv for the Sense of Community sub-committee.
- The Staff Development subgroup will report on the status of the list of recommendations submitted by the Staff Development Task Force.
- Committee members will draft responses to the comments received in the suggestion box.
- Members of the Staff Development Task Force will review the new orientation program being developed by the Orientation Task Force.
- The committee will have a working web page on the Library Staff Pages.

Next meeting: Wednesday, July 19, in 228 LHS.

Recorder: Jay Jurek

Submitted by:
Jessie Duran