

**Library Support Staff Advisory Committee  
July 19, 2006  
Minutes**

Present: Teauria Brown, Mary Case, Jessie Duran, Kathy Kilian, Jay Jurek (Recorder), Joel Sanders, Chris Wadle (by telephone) and Irene Williams.

Guest: Jay Lambrecht.

Absent: None.

**1. Review of the Agenda:** The group welcomed Jay Lambrecht, who has been asked by Mary Case to attend next month's committee meeting in her place. Today's invitation provides appropriate orientation to the committee's current endeavors. No new items were added to the agenda.

**2. Minutes of the last meeting (Jessie sent revised minutes on July 7):** It was decided to strike the instance where the draft minutes mention that the "committee may omit 'inappropriate' comments before posting them for the library's view." This change removes the implication that firm policy has been determined regarding the posting of comments received from the Suggestion Box. It was confirmed that the importance of email access for all staff was emphasized at the recent Library Steering Committee Meeting.

**3. Report on where we are on implementing web presence, posting comments and responses:** Kathy Kilian reported that the Staff Advisory Committee's Page does exist virtually, but that one is not yet able to link from the general Staff Pages to the Advisory Committee's Page. Content for the committee's page continues to develop and now features a link to the Suggestion Box. Improvements to the current language describing the purpose of the suggestion box and the posting of comments and responses were solicited. Responses to received comments will be generated monthly by the Sense of Community Subcommittee.

**4. Any new comments from the suggestion box:** No new comments have been received since last month, however, the group felt activity would increase once the link to the Suggestion Box were accessible via the Staff [Web] Pages and reminders were sent via the ULIB.

**5. Report from Staff Development Subcommittee:** This subcommittee continues to refine the prioritization of those recommendations first presented to the larger group on May 18. Furthermore, the subcommittee has consulted the New Employee Orientation Task Force on development issues as well as providing a review of that Task Force's web pages. The group then provided an overview of their findings on development opportunities available to library staff. Four opportunities were indicated:

- a. *Library HR* – These regularly scheduled periods of instruction are internally driven and therefore subject to periodic review and adjustment by members of our own Human Resources and Staff Development members.
- b. Web site *libraryu.org* – This offering from the Illinois State Library provides a number of online training modules free-of-charge. Modules range in variety from customer service to more technical applications such as MARC records.
- c. Staff *conferences* – Professional gatherings such as "Reaching Forward" provide a particular opportunity for the career staff-person, but exhibit a bias toward management roles.

- d. University *HRD seminars* – These courses received a strong personal and group recommendation. It may be possible to host an HRD Representative to conduct in-house training for library personnel or to adopt HRD training materials to meet our own needs.

**6. Report from Sense of Community members:** It was suggested that ULIB announcements should be supplemented with a small-scale paper-poster drive to attract those employees, who may not (yet) maintain an active interest in electronic media. Members felt that the organization of the Staff [Web] Pages could be improved by taking-on a graphic format, one that straightforwardly depicts the inter-relationships of the various entities whose activities are documented therein. Whereas the Sense of Community subcommittee agreed that the proposed HR Index might prove a valuable resource if packaged and promoted in the correct manner, it was noted that tensions surrounding the issue *territoriality* could arise in the event that a skill listed on the index duplicates formal work assignments. Cathy Sauer, Library HR, will be invited to the next SSOC meeting to help clarify labor relations concerns.

**7. Drawing of the next Department of the Month:** As part of its activities as the Department of Month for the current month, Documents, Maps and Microforms has invited all other staff to guided tours of the unit. Special Collections has been selected the Department of the Month for the month of August.

**8. Next steps:**

- a. Forward Sense of Community Committee Meeting Minutes to group for posting.
- b. Suggest organizational-chart-type graphic for Staff [Web] Pages to Lisa Wallis and the Web Oversight Committee.
- c. Establish link between Staff Pages and SSAC pages.
- d. Explore opportunities for a kind of development- or training- day, to include possible classes, modes of presentations, venues and other related issues.
- e. Identify technological solutions in order to include staff from library-sites in any library-wide activities.
- f. Next Meeting in Daley Room 1-360 on August 16. Kathy Kilian recording.

Respectfully Submitted by,  
Gerald R. Jurek Jr.