

**Library Support Staff Advisory Committee**  
**August 16, 2006**  
**Minutes**

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

Guest: Jay Lambrecht (representing Mary Case).

Absent: Teauria Brown, Mary Case

1. **Review of the Agenda:** The agenda was approved and no new items were added to the agenda.
2. **Minutes of the last meeting:** The minutes were approved and will be posted.
3. **LSSAC webpage update:** Kathy Kilian reported that the webpage is still not linked to the general staff webpage. A request has been submitted to lib-sys. Kilian will report via email to the group when this is complete. Minutes of previous meeting have been posted and 2 sections added, responses to questions/comments received and developmental opportunities.
4. **Status of answers from the suggestions:** Jay Jurek submitted answers from the SoC subcommittee. The group had only minor changes to suggest. Mary Case will review the answers before the final version is posted. Kilian will work with Jurek to devise a better way to get comments/questions to SoC more timely and to try and set up an autoreply. A discussion occurred concerning policies regarding phone/computer usage in relation to a comment from the suggestion box. Jay Lambrecht suggested that we look for a policy regarding this and other questions of this type. Jurek will bring back to SoC for review.
5. **Report from Staff Development Subcommittee:** The subcommittee requested that the suggestion box publicity remain on LIB until further notice. The majority of the committee's work this past month focused on Case's idea of a Staff Development Day. The committee proposes that:
  1. Invite Robert Sobiech, HR Director at Deloitte & Touche Services, who presented at the ILA Reaching Forward Conference.
  2. Invite someone from the campus Human Resources Development office.
  3. Should a third option be necessary, we can recruit an external speaker.

The committee understands that final approval comes from Case. We are waiting to hear back from Mr. Sobiech on the possibility of having him visit our library. We are inquiring about the costs of bringing him or someone from HRD, rooms on campus, and videoconferencing capability for the sites. We propose that we have the SD day on 12/14 or 12/15/2006. A final proposal is anticipated by September's meeting.

6. **Report from Sense of Community members:** Will post in LIB that answers are posted on the web page and the text that points to the links will change. Lib-HR has been invited to speak to the group on Labor Relations. The group discussed the EDP with regards to how performance is measured and in relations to 360 degree feedback. The SoC committee will not send their minutes for posting as the summary is included here. In addition the SoC subcommittee has volunteered to assist the SD subcommittee to market Staff Development day and to use this as a community building activity.

7. **Drawing of the next Department of the Month:** LHS Peoria was selected as the department of the month for September.

8. **Other business:** Group agreed to change meeting time from 2:30-4:00. Lambrecht asked if the SoC committee is exploring the idea of a holiday party. At this time, there has been no discussion on this topic by the SoCC.

9. **Next steps:**

- a. After approval by Case, forward responses to suggestion box to post on webpage.
- b. Notify group when link between Staff Pages and SSAC pages is complete.
- c. Submit formal proposal for Staff Development Day.
- d. Next Meeting in LHS Room 228 on September 20. Joel Sanders recording.

Respectfully Submitted by,  
Kathleen S. Kilian