

Librarians' meeting
November 30, 1999

Present: C Beard, M McManus, J Ruskell, B Vinson, D Novak, C Huff, N Farmer,
M House, B Griffies, M Ollendorff, M Aldrich, C Goodson, B Kooy, C Anderson

Absent: S Lankford and Susan Smith

Charles started the meeting by asking for nominees for two University committees, one committee for Excellence Award and the committee for Undergraduate Education Awards. Michael Aldrich, Jan Ruskell, and Monica Ollendorff volunteered.

A vote was taken with Michael having the most votes. He picked the Undergraduate Education Committee, Jan with the second most votes would be doing the Excellence Award. If we could nominate two to each committee Monica would like to do Undergraduate Education Committee.

Nancy Farmer told the Librarians that we had 500 pens that Endeavor gave to the library. She has ordered 3,000 pencils in the Endeavor colors, -burgundy, silver and black.

Our new logo would be printed on the pencils, "Soar into the new millennium with GIL" They will also be imprinted with UWG GIL URL and "State University of West Georgia." These pencils will be bought out of foundation funds.

Nancy passed around a catalog sheet with stress relievers for consideration. The librarians decided not to spend money for the stress relievers.

Nancy showed a sheet with peel off labels that could contain URL and the logo.

She had talked to Ditto's and they could print these. But she was going to check also with Printing and Publications. There were a lot of suggestions about what could go on the peel off labels.

Mark discussed "Court order" community service in the library. All the librarians agreed that this was a lot of paperwork. FWSP Community service has no obligation to such projects. If a student comes into the library looking for community service politely tell them "that at this time we do not do community service".

Please do not send them to Mark or Charles.

Charles wanted everyone to know the procedure for giving out-dated library material to university faculty. If an item is discarded it must go through cataloging and then, stamped, discard.

If an item is not discarded, but transferred to another campus, office/department, a form needs to be filled out and turned into cataloging.

Mark will create the necessary form.

Carol Anderson passed out spreadsheets on FWSP & SA money for every department to review the money for the remaining year. Mark explained that if we did not start using our FWSP money, we would be giving back around \$30,000. Every department should try to use their FWSP money. A discussion of raising student's salaries to \$6.50 to insure that we could be competitive within the college and local job market. The new rate will begin for all library SA's and FWSP's January 2000.

No more additional SA's can be hired at this point without permission from Mark and Charles.

Charles asked that everyone turn in how much extra money this would cost us with the FWSP and SA students we already have working.

Michael worked out that a FWSP student could work 10 hours a week for 13.8 weeks, 9 hours a week for 15.4 weeks, or 8 hours a week for 17.3 weeks under current eligibility limits. Since the semester is anywhere from 15-17 weeks long, there is a good chance the student can work the whole semester through without a major cut in hours. Another factor is that students generally miss some days throughout the semester due to illness, studying, etc. These hours can be added to give a little more length to the student's eligibility.

We just can not move them to student assistants to finish the semester. They would be able to come back the following semester under renewed eligibility limits.

Mark and Charles thought that it was a good idea to centralize the hiring of students. All faculty and staff that wanted students for SA or FWSP will pass along to Carol Anderson, the number of students for the different area schedules, job descriptions and skills for the job that needs to be filled.

Carol would call Career Services requesting students for the different departments in the library to interview.

Betsy let everyone know that the voyager implementation was on schedule.

Monica told all the librarians that the GIL training would start on Monday, December 13, to be held in the training room in the basement. She would post a schedule on the bulletin board beside the employee boxes. Supervisors were advised to schedule sessions/personnel involving their department at different times. It is mandatory that everyone attends.

Chris announced that we would no longer have Pebbles, as a web server after December 1, 1999; he will be moving current files to the sun.wga and will send out instructions/policies/procedures when the move is complete.

Adjourned 4:55 pm