

Librarians' meeting  
March 21, 2001

Present: C. Beard, M. McManus, M. Aldrich, S. Lankford, N. Farmer,  
B. Vinson, B. Kooy, J. Ruskell, S. Smith, D. Novak, B. Griffies,  
C. Goodson, C. Huff  
Absent: M. Ollendorff

Travel:

SOLINET annual meeting (May 3-4) - registration forms must be given to Carol Anderson, Monday, March 26th. She has travel authorization forms for Betsy and Charles.

GIL meeting (June 4-5) - Charles read the list of staff who had expressed an interest in attending the meeting. Travel authorizations and registration forms should be given to Carol Anderson by April 20th. Registration is \$140. GIL pays for two people per institution.

ACTION items:

(1) Display Case Policy and Form - Shirley Lankford requested adding back the display for government documents. Mark and Charles mentioned the responsibility as a partial depository for promoting documents to users in the "service area".

Form - Susan asked for clarification for the bottom section "Completely assembled by" and "Completely disassembled by" as to whether that referred to a name or a date. Debbie suggested adding the contact person's email address. The bottom section will be divided with note "Office Use Only".

Committee composition - selected by Head of Instructional Services

Calendar for displays - suggestion made to use Netscape Calendar

Policy - several suggestions were made to change wording. Charles and Jan recorded the changes. As amended, the policy was approved.

See: "T" drive / display policy.wpd

Mark noted that if Netscape Calendar was used to schedule displays, we should have a workshop on it use. Shirley will tell Monica.

Nancy reported that taped items did not adhere well to the white display stand. The PR Committee will check into materials to cover the board.

(2) Support Staff Search Procedures

Majority report - Michael requested suggestions for changes in procedures for the Committee Path and the Supervisor Path. Changes were discussed and approved for sections 12 and 13 in Committee Path and sections 11 and 12 in Supervisor Path. The Committee will double check the Human Resources manual and Board of Regents policy.

Minority report - Debbie read the change which was to add one sentence to the policy. Susan made the motion to replace the majority statement with the minority statement. The motion was seconded. After a vote, the motion carried. After discussion, a vote was taken by paper ballot; the minority report was not passed. A move was made by Michael to reintroduce the majority report. A Charles reaffirmed that he would take into account recommendations from Mark, the Division/Department Head, and the supervisor in deciding on the method to be used for a staff member search.  
[http://www.westga.edu/~library/depts/comms/searchcom/staff\\_search\\_procedures.shtml](http://www.westga.edu/~library/depts/comms/searchcom/staff_search_procedures.shtml)

PARR and OPAC committees - Mark will try to have ready by next Monday. Mark will convene the Committee on Committees to propose procedural issues for all the committees. Members are: Mark, Susan, Shirley, and Bill. Committee members should be decided before July 1st.

Core Review 2000 Sub-committee - Shirley Lankford is on the committee. The core is being reviewed for SAC study.

Monica has volunteered to water the plants.

Charles announced that if money is released, he hopes to have enough to have carpet installed on the 2nd and 3rd floors. The carpet is the same type, but not the same color, as on the 1st floor. Stairwells will also be carpeted.

Respectfully submitted by  
Betsy Griffies