Minutes of the Public Service Meeting

February 17, 2011
Room 486

Present were: Donna Daniels, Judy Ganson, Gail Golden, Lynnaire Hartsell, Beth Juhl, Phil Jones, Lora Lennertz Jetton, Patricia Kirkwood, Kathleen Lehman, Necia Parker-Gibson, Luti Salisbury, Michele Tabler, Tim Zou

Technology

- Sarah Kent is now the contact at the Law Library for networking and access issues.
- A laptop and screen dedicated for use in room 486 are now available and can be checked out via Systems.
- A camera is now available for use with Skype. Assistance with Skype can be arranged with Systems.
- Ganson requested that everyone fill out system trouble reports on the web in order to ensure that all issues are dealt with properly. For emergencies, please use the emergency number 5-7990 in lieu of calling individual office phone lines.
- Emergency contacts for the evenings and weekends are in the process of being revised.

Weather contacts – Telephone tree

- The group requested clarification on the e-mailing and use of WhenToWork when informing service points of unexpected changes in schedule. A phone and e-mail tree will be developed. It was suggested that a regular testing of the process be performed.

Statistics discussion

- The discussion on an analysis of statistical comparisons between our institution and peer groups has been postponed. A copy of the statistics will be distributed.

General announcements

- The LibGuides discussion has been postponed. Please look for rescheduling information in the future.
- Kirkwood announced that there are now a number of open sessions given outside of the library. Please look at the class schedules for more information.
- Zou announced the posting of a classified position.
- The signs for the tutoring areas have now been updated and bookmarks and flyers are available at the 2nd floor service desk.