Minutes from the Public Services Group  
August 18, 2005


Hu thanked everyone for cooperation and patience with the installation of the new server. She mentioned that Systems was working on the problems with the self-check station in Mullins. She asked that staff test the e-reserves system and report problems to her. She also asked to be apprised of any problems with patron authentication through CybraryN.

Hu reported that the patron file is being loaded on a daily basis for a while so that we stay current with changes in the ISIS system. Robinson noted that a patron who had registered last week was still not in the system. Hu agreed to investigate. Branch libraries should notify Robinson when they encounter expired records or patrons not in the system so that Robinson can verify registration status—simply overriding the system will not address the underlying problem with the record. All appointed staff in Circ have access to check information in ISIS.

Hu indicated that the printer Boba Fett might not be returned to Reference; Bailey will speak with Judy Ganson. Hu asked departments to report any remaining ball-type mice in the public areas to her; Systems wants to replace them with optical-type mice. Hu reported that an hourly employee in Systems was almost finished cleaning the computers in the public areas.

Bailey welcomed Gibson to the group and explained how the group functions.

Bailey thanked D. Johnson and the other supervisors on the committee for their work and report on the classification of student (hourly) personnel. D. Johnson gave a brief summary on the work of the ad-hoc committee and its recommendations. She explained that the committee proposed to retain the three classifications of these personnel (LCA I, II, and III), increase the wage differential among the various categories ($.20 per hour between I and II and $.30 per hour between II and III), and flesh out the duties of each classification at both general and department-specific levels. Bailey led a discussion to gain input from others. D. Johnson explained information contained in the report, answered questions, and took notes on suggestions made. The comments made will be incorporated into a revised draft. Bailey agreed that there could be further discussion on procedures for implementing recommendations once we have the wage budgets and discussion takes place with LHRO. D. Johnson agreed to make changes to the document and re-submit to Bailey.

Bailey announced that Juana Young would be on vacation and that final decisions regarding travel requests would be made after she returns. Individuals who need travel decisions due to upcoming dates in September should discuss with Bailey. Bailey will finalize the budget for each department's hourly staff after Young returns; each department should expect to receive last year's figure plus a percentage to cover the increase in the hourly wage rate.

As part of the "clean up the clutter campaign," Bailey asked units that had not completed their review of signs in their public areas to do so and confer with her as appropriate.

pjj/asb