

LIBRARY SERVICES COMMITTEE  
Minutes for May 10, 2005

In attendance: Meredith Bouchard, Elissa Daub, Kungmi Lee, Maryanne Vigneaux  
Chris Filstrup

LIBRARY ISSUES FORUM:

Chris encouraged this team to continue scheduling forums as the main focus of efforts. He indicated that monetary support will be allotted in the budget for "outside campus" lecturers. He mentioned the following possible contacts: Bruce Massis(SCLS), SB Museums, Sandy Feinberg(Middle Country Library), Mark Rothenburg(Patchogue/Medford Library), Palmer School(Elissa is taking MLS classes), Deans on SBU campus and people in the news for hot topics.

The next forum will be on May 26<sup>th</sup> on travel reports. Those staff who attended meetings/conferences between Feb. – May 2005 will be invited to participate in the large conference room.

NEW STAFF ORIENTATION:

At Director's Council on May 11<sup>th</sup>, Chris will present the idea of a Staff Orientation Team that would be responsible for coordinating aspects of new hire familiarity with the libraries. If agreed upon, this team will be added to a questionnaire that will be distributed to all staff later on. The members of this committee support this idea as a better means to welcome new hires. Currently several members felt that many new staff haven't gotten acquainted with other staff/areas in the libraries. Chris added that supervisors are tired of scheduling these meetings. For the time being, the committee will put a halt to working on a pamphlet with photos and bios of libraries' staff + reference guide to contacts in libraries.

The lunch, with the new employee, supervisor and several other staff, will continue to be arranged by Director's Office. The New Staff Welcome reception will be organized by the Social Events Team to take place once a year.

PROJECT WELCOMING STUDENTS IN FALL:

Discussion continued on the all day information fair (9:00 – 4:00) for Tuesday, September 13 or Wednesday, Sept. 14. It may be too ambitious to take on for this September. A query will be put in a future Library Bulletin to find out if library staff are interested and will be involved for September 2006.

The Info Center at the galleria horseshoe will be set up in September during the first week of classes between 10:00 – 2:00. Volunteers will be requested in August. The sign up will be kept posted at the horseshoe and materials will be organized for display. It was suggested to have a laptop available to access campus information.

SUMMER ORIENTATION:

In place of the information fair we will go ahead and be involved (along with Publications & Publicity) in the summer orientations for incoming freshmen and transfer students. There are many sessions in June, July and August held in the SAC. Maryanne will keep a record of staff who will represent the libraries on each date. Materials will be put together (tablecloth, library brochures, hours, promotional items) and be ready to set up.

**NEXT MEETING:** June 14, 2005, 1:00 pm, small conference room in Director's Office.

**AGENDA:** Orientation Team responsibility for new staff orientation?

Group photo of all staff (check with Sherry)

Other business to follow