Present: Chet Derry, Michael Lorenzen, Chuck Malone, Haley Hickenbottom, Jeff Matlak, Felix Chu, Julie Hannen, Mary Day, Tom Finley, Jeff Hancks, Hunt Dunlap, Krista Bowers-Sharpe, Jennifer Dagit

Absent: none

1. Policies

Felix reported that the policies have been put on the webpage for all library staff to review. He has received little feedback. Michael will eventually review and approve all policies.

Several members had feedback on the policies:

- Chuck:
  - We need a policy on Quiet Floors defined. Michael asked Chuck to look into creating this policy.
  - We need a link to the Emergency Manual online.
- Krista:
  - The Library Instruction policy is missing.
  - The Gift policy is different. (Felix explained that three previous policies had been combined into one new policy.)
  - The Library Space policy is confusing. (Felix explained that the goal of the policy is to delineate the types of activities for which library spaces may be reserved.)
  - The Unauthorized Persons in Library Areas policy is too broad.
- Mary:
  - Tour/Instruction policy is missing.
- Hunt:
  - The Distance Learning policy just links to a webpage. Is this policy even necessary?
  - The Digitization of Materials Not Owned policy is poorly worded.
- Julie:
  - PA System use for recall of overdue reserve materials – is this done? (Jennifer replied that it is done.)
- Tom said he would be looking into adapting some of our policies for his branch, especially after the move to the new building.

2. Food Policy

The Food Policy was discussed. The policy is seen as confusing and difficult to enforce. Messes left behind are a big problem Michael asked Mary to lead a subgroup to review other libraries’ food policies and come up with a recommendation for our library’s policy. Krista and Jennifer volunteered to work with Mary in this subgroup.
3. Round Robin reports:

- Michael reported that he and Linda Zellmer will be hosting an Open Access meeting later today. Friday, he and Jeff Hancks will be at NIU for an Open Access panel.
- Mary reported that the Guidelines for Responding to Disruptive /Abusive Telephone Calls procedure has changed. The following information will be incorporated into our emergency manual:
  1. Press the link button
  2. Listen for special dial tone
  3. Dial *77
  4. At prompt dial 1
  5. Hang up receiver
  6. All library staff need to submit a Library Incident Report of any disruptive/abusive phone call received where Library Administration is not directly involved.
  7. The Access Services Supervisor working nights/weekends is responsible for initiating the building emergency night/weekend hours phone tree.
- Hunt mentioned that staff members outside of Access Services are not aware of the Library Incident Report form. Michael and Julie will review the form and publicize its use to library staff.
- Jeff Hancks reported that his unit is putting up a display of “Forgottonia” materials.
- Krista reported that reference is busy with instruction for English 180 classes.
- Felix had nothing new to report.
- Chet reported that his unit is swapping out two printers.
- Julie reported that they are looking for a replacement for her in the music library after she is transferred to Access Services. Michael added that any changes will wait until after the October 29 budget meetings.
- Jennifer reported that patron counts for the extended hours are low, although they have picked up somewhat this past weekend. Also, she reported that the faculty lounge has been used by about 15 people during the past week.
- Jeff Matlak reported that he is working on cancelling print subscriptions and will most likely cancel the titles mentioned in the list he circulated recently. He has also met with some success in cancelling databases.
- Haley reported that she is reviewing all invoices for possible cancellations. Her unit is also busy with online holdings maintenance.
- Chuck reported that he is happy that many government websites are back up!
- Hunt reported that with Nancy leaving, there may be some delay in running reports.

Respectfully submitted by Jennifer Dagit