Absent: Bowers Sharpe, Finley

1. Gov/Legal Desk Closure (Sunday Evenings)
Chuck noted the diminution of user queries on Sunday evenings over the last 3 weeks (only 23 questions). Range of issues were discussed related to the desk's closure at this time, including 4th floor security, 'presence,' general Reference availability, and Access Services coverage. At this juncture, the general consensus was that the proposed closure was reasonable and manageable. Chuck plans to discontinue Gov/Legal desk coverage during the spring semester as a trial measure.

2. Food Policy Subcommittee
Mary distributed an updated food policy, which has been approved by the Dean. Food and beverages continue to be allowed in the building.
Perhaps the primary revision is that "food deliveries must be met outside the second floor security gates."

3. Quiet Floor Policy
Chuck is developing language to clarify a "quiet floor" policy.

4. Student Workers at Public Service Points
Michael distributed a new policy draft which normalizes/equalizes expectations of student activity at public service desks across the Libraries. While student workers are expected to be attentive to patrons and provide excellent service, students may also work on other assignments, study, and surf the web as long as they continue to be attentive and responsive. Minor language revisions are forthcoming.

5. QC Library Policies
Michael noted that Tom has developed a flood plan that will be discussed at a future DAC.

6. Reports/Activities

--Collection Dev/Acq/Cat: students are checking SFX/catalog holdings; cancellation activities; cataloging music recitals, et al...

--Admin Office: Michael is actively contacting faculty regarding cancellations, addressing concerns, going relatively smoothly; Mary working with Physical Plant to address building's insect issues; Felix is rewriting the emergency manual...

--Systems: Voyager SQL report generation continues...
--Computer Services: computer images to be updated after finals; Mirage server w/ clients forthcoming...

--Gov/Legal: Plant patents have been received from UIUC --- re-shifting shelves to create space; due to cuts/sequestrations/shutdowns/etc, Federal Depository Library Program training sessions based in DC moving to webinar format...

--Reference/BI: RefDesk assignments for spring semester under development; 240 BI sessions over the last year; cell/text/IM/QR codes being tracked for Ref stats...

--Access Services: Jennifer and Ashley learning procedures for compiling library's subscription database usage stats; inventory of storage area underway...

--Archives/SC: the Lane Evans Collection has been processed including the development of finding aids (175 boxes of material)...

Respectfully submitted,
IH Dunlap