1. Faculty lounge – discussion regarding keeping the faculty lounge locked to prevent unauthorized usage. We will try keeping it locked for the semester. Access Services will unlock the lounge when requested to do so.

2. Quad Cities Library flood plan. Tom presented the flood plan for the new library in the Quad Cities. Brief discussion ensued, some minor alterations suggested.

3. Michael noted he and Julie Hannen will visit the Quad Cities on Wednesday, January 22 to meet with the director of the Moline Public Library. He has had an ongoing discussion with them which is leading to a reciprocal lending agreement with MPL. Post-meeting note from 1/23/2014 – meeting with MPL was postponed. MPL Director was ill. We will re-convene in the near future.

4. Sean reported that the Reference Unit is very busy with typical beginning of semester tasks. Reference has created a list of links to videos and guides that address frequently requested topics, so librarians can send these out to users via text and email. Examples include creating and I-Share account, finding course reserves, etc. The idea is to minimize the amount of text communication, and provide an ongoing support on the topic for users if they need to revisit the instructions. He also reported that the library-wide video is near completion, that the production quality is very high thanks to the grant-subsidized equipment we used to film it.

5. Julie reported that Access Services is also very busy as well. Lots of new I-Share accounts being set up, reserve items going up, hiring new student workers.

6. Hunt reported that the Information Systems Unit is doing some trouble-shooting regarding i.p. ranges and library access in Sallee Hall. Stats for units for annual reports have gone out.
7. Jeff M. reported that there is ongoing construction/repair in the Acquisitions Unit space. He is still working on cancelling journals and cleaning up records in SFX and the catalog.

8. Mary Day reported that she and Chet have been working on the annual inventory and should be finished this week. She also reported we have new employees settling in and adjusting well. There have been some office re-assignments. Additionally, she announced that Felix’s retirement party will be on May 1 in the Garden Lounge (time?)

9. Haley reported that the Acquisitions & Cataloguing Unit is busy cleaning up catalogue records for periodicals. They are also working hard to prepare for the upcoming book sale.

10. Chuck reported that Mary Beth Smith is settling in nicely in the Government, Legal, Spatial and Data Services Unit. She is working out well and has received a warm welcome from the library staff and faculty.