

Minutes of LRC Staff Meeting
Friday, June 6, 2014 10:00 am
Present: J. Luna; L. Hall; R. Stewart-Wilson; S. Kunisaki

Fall Workers' Schedules

- All workers will be asked to give their availability schedules to Lisa Hall or John Luna by July 24.
- Final work schedules will be distributed to workers by August 7, the last day of summer school.

Job Description for FWS New Employees

- RS-W will check with the Business division to find out which course should be included on the LRC's job description and share this information so the job description can be posted.
- JL will post the job description on the FWS website so potential student workers know the LRC is hiring. JL and LH will interview and hire throughout the summer.
- Our goal is to have a few more FWS students who have finished the hiring process so they are ready to work on August 25.

Staff Lounge

- SK will get clarification on who is allowed to use the Staff Lounge on the second floor.
- SK will also get clarification on who is allowed to eat in the second floor storage area.

Student/Casual Worker Orientation

- An orientation for student and casual workers has been scheduled for September 26 from 12:30 – 2:00. SK will find out if the Library staff would like to participate again. R-SW will be the lead LRC representative for this orientation.

Computer Labs Update

- R-SW reported that no announcement has been made regarding a date to upgrade the computers in the student labs.
- Plato will not undergo full compatibility testing for Internet Explorer 8 after August 1. RS-W suggested we ask about this during our training session on Tuesday, June 10.
- The new image for Windows 7 is being built.
- Next week, RS-W will work on connecting computers to printers behind counter in BSSC, in AS1 teachers' stations, and in the student and casual lounge.
- RS-W will gather the small pieces that go with each wireless keyboard and mouse and gather everything together so that it can be returned to ITS.

Other

- R-SW requested that an order for new chairs in the LMTC be included in Plan Builder as soon as possible. This is a good suggestion that will be brought to the attention of the Unit Council.
- SK shared results of the LRU's Awareness Survey. The results indicate patrons are aware of the variety services offered in the LRC.