

LRC Staff Meeting
Tuesday, November 5, 2019
3:00 – 4:10

Present: FWhite (FW), LHall (LH) , EYates (EY), SKunisaki (SK)

Printers and Copiers –FW said our director asked if he thinks all the printers and copiers in the LMTC are needed since we pay for each machine. After some discussion, it was decided that the copier in the LMTC could be returned to the vendor or moved to another place. The printers are used during midterms and finals, so the LMTC should keep them.

FW also shared that he is exploring the possibility of reducing the cost of color prints from 50 cents to 25 cents. This would make color copies more affordable for our students. FW's calculated the cost of color copies; he reported each sheet costs about 7 cents per page.

Closing a Computer Lab – With budget reductions and increase in minimum wage, it has become more difficult to staff all three LRC service counters during all hours of operation. The pros and cons of closing the LMTC vs the TSC was discussed. A comment regarding the noise level and social atmosphere of The Study Center was made. Some library patrons might not like the more social atmosphere in the TSC. On the other hand, the TSC houses the study rooms which students use throughout the evening.

Morning and Afternoon Routine: SK informed the team that the opening routine would be changed. Student and casual workers will be responsible for turning on the computers, turning on printers, filling paper trays. The custodial staff will open the lab door in the morning but keep it locked. If only one student worker arrives upstairs, he/she will start working in the tutoring area because models to help patrons with checking out models. This gives LH an opportunity to start her day in her office without the routine of opening the computer labs. On days when LH needs uninterrupted time to work on projects, she will schedule this time on days when the part-time staff is working.

Winter Schedule – FW shared that most student workers did not respond to his email asking them if they plan on working in winter. LH collected this information and will share it with FW.

EY's Update:

- Process laptops that will arrive by spring
- Plan for the calculator intake process in December.
- Follow up with items that were ordered but not received
- Have tablet cabinet bolted to the wall
- Attend Warrior Wellness Nov 12. SK asked she make sure there is staff in place to cover service areas while she attends this session
- Plan a meeting with Math dept to discuss calculator replacements
- Attend LSP training on Dec 5, all day

LH Update

- LH needs extra time for budget and FWS updates, so she will have them ready by the end of the week. LH will contact FWS tomorrow regarding student workers who will not have FWS funds by the end of the semester.