

SUMMARY Minutes of LRU SAO Meeting 1:30 – 2pm

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Moon Ichinaga (MI), Sheryl Kunisaki (SK), Mary McMillan (MM), Noreth Men (NM), Claudia Striepe (CS)

Teams as of Fall 2014: Instruction, Public Access, Academic Support

Program Level SAO: *Students will demonstrate knowledge of LRU services*

Open House dates: October 2nd and 3rd 2014

AGENDA:

Attendees went through the Checklist:

Publicity flyers – ready.

Area posters – Posters are ready for placement.

Whiteboards and markers/post-its and pens and placement and topics – SD will use markers on the white boards. SD will periodically take pictures of the comments and erase the boards. Students will be asked to comment on LRU services/facilities in a positive way so we can gather some data.

Passports – Passports are ready. SD has asked for 50 copies in color. He can rapidly make more but in b&w. It was decided to have a few at each service desk as we do not know where students might begin the scavenger hunt.

Stamps and pads – SK has given some craft stamps to MM. MM is also still investigating stamps and pads. Some departments (Periodicals and music) have official stamps.

Puzzles and tables in lobby – All set.

Prizes – AG has agreed to use Friends of the Library money to fund 5 \$25 prizes. MM and SD thought these should be Amazon gift cards. All agreed. MM will purchase.

Presentations: NM, SD, SK, MM as presenters @10 min. each on Thurs and Fri at 1pm – All agreed. DB will join and speak on the Music library resources. On Friday the presenters will highlight resources and services of especial use to the disabled student. To be eligible for the prize drawing students must be present for the entire lecture. The winning name will be drawn at the end of the presentation.

Boxes for completed passports – MM has one ready for the CIRC desk. It was agreed to also have boxes for the LMTC and LRU desks, and the Music Library. It should be noted on the boxes that only completed passports will be eligible for the prize drawing, and winners will be notified the next week.

Photographer for the event – AC agreed to take random pics throughout the day.

Disability awareness and resources to highlight – Parisa S is doing handout/display on Disability awareness

Posters in ppt format or Word format to MM for televised lobby display – *as mentioned before.*

Last minute follow-up/reminder to Dr. Patel – CS will do this.

Drawing of 3 passport prizes – Monday or Tuesday the next week. Winners will be notified by email/telephone.

Collation of remarks/comments from whiteboards – SD will collate the remarks/findings from the aforementioned photographs

Follow-up report on 2014 Open House – CS will ask all areas for feedback and compile a final report on the activity.

Meeting adjourned.