Summary Notes


Not present: Katie Bohnert, Stan Shannon, Tim Sprowl.

Announcements – from March Cabinet meeting:

- Amy Trendler, Architecture Librarian, began work on March 14.
- Kelli Keclik, Information Services Librarian, began work March 15. She is located in Educational Resources Center.
- Tim Sprowl, Microcomputer/Systems/Network Analyst, began his new job assignment March 1. He is located in Educational Resources Center.
- Randy Lewandowski, Web Developer, began his new job assignment March 21.
- Travel authorization forms are now available online. The vehicle request form must still be prepared on the typewriter. Reimbursement forms should be completed as soon as possible after travel. The LITS guideline will be to submit travel expense forms within five business days.
- Paperwork requiring signature must be legible. If the signature cannot be read, please print the name under the signature.
- LSTA Instruction Project Grant for a second projector in one of the classrooms has been awarded.
- A Social Committee event has been planned for April 14. The theme is “April Showers”.
- Katie Bohnert’s leave will be extended until August.
- Monthly report information is due to Brad by end of business Thursday, March 31.
- The formula for professional personnel with no supervisory responsibility was incorrectly listed as 1.129 on the web form. The correct formula is 1.125.

Priority Projects for April – Brad listed the following priority projects:

- Windows Server migration continues.
• The Digital Libraries Initiative continues to move forward. Some technical issues are being addressed. The Other Side of Middletown collection has been added. Upcoming collection projects include Architecture Slides, WWI Posters, WWII Videos.
• OCLC Connexion Implementation – Kirk is the LITS contact for this project.
• E-Journal List.
• Public Access Technology.

Current Projects - Brad provided each staff member the opportunity to outline current projects. A listing of the current projects is attached to the summary notes.