Metro Campus Staff Meeting Agenda
February 13, 2017

Notes taken by Travis & Lisa

Delivers:
- Please bring any packages that have Melissa’s name on them to her office even if she is not there.

Information Desk:
- Declutter info desk
- Put lost in found in the drawer or take it to Campus Police. Do not leave on shelves behind the desk
- If you see extra chairs or carts behind desk please move them to a different location such as the workroom

Hotspot Waiting List:
- PLEASE KEEP UP TO DATE!!!
- Highlight!

- Please fill out the new columns saying what message you have sent them along with the date and your initials.

- Make sure when hotspot is turned in you discharge it from the person and check it out to our Hotspot barcode so it shows that it is no longer available.
- Any questions ask Natalie or Travis

TCC Believe Campaign:
- “Not size of the donation that matters, but how many participate” – Gregg Stone
- Remember no one is required to donate.

Time/Attendance/Reliability:
- Please be on time for your shift!
- Text Natalie if you are going to be late.
- If you request time off it must be in email!!! Or Leave Requests for Full-Time.

Courier to Mail:
- The courier position has been eliminated
- The mail room will be taking over delivering our books to the other campuses
- Victoria is going to take over taking stuff down to the mail room and bringing it up.
We have BLUE bins that have lids and are labeled with their respective campuses. We will also be getting canvas bags with interchangeable labels to use if for some reason we can’t use the bins.
If we only have 1 item or it won’t fit in the bin please put it in an Interoffice Envelope.
Still put ILL’s in an Interoffice Envelope.
Still use campus flags until further notice.
If it is going to another department anywhere please put in Interoffice Envelope labeled with the department and put it in the cubby under the mailboxes in the workroom.
The wait time for students may be an extra day.

<table>
<thead>
<tr>
<th>Mail Schedule:</th>
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<tbody>
<tr>
<td><strong>9:30:</strong> Victoria picks up West bin and takes to mailroom</td>
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<tr>
<td><strong>10:</strong> Mail is delivered to Central &amp; West</td>
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<tr>
<td><strong>11:30:</strong> Victoria sorts times from Central and West</td>
</tr>
<tr>
<td><strong>12:</strong> Victoria picks up SE &amp; NE bins and takes them down to mailroom</td>
</tr>
<tr>
<td><strong>1pm:</strong> Mail is delivered to SE &amp; NE &amp; brings to the front desk.</td>
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***Bill is Victoria’s Backup***

New Librarian:

- Has been chosen- paperwork being done

Extra:

- Travis will be in charge of paper
- Hans had taken over some of the cleaning and straitening of the library, so we will be re-assigning those areas. Stay Tuned!