Library Staff Meeting Notes
April 18, 2018

Item 1. Tables are **not** to be taken from the Think Tank. If the Library is to provide tables for fundraisers or other activities held in the Library foyer, then they will be taken from the workroom. The possibility of creating a booking form for activities held in the Library foyer was discussed.

Item 2. Changes have been made for guest users who will now have one 60 minute login period per day. Staff will inform guest of auto logoff, while logging guest on. Travis will check if the timer icon is showing on the desktops.

Item 3. Non-ADA recognized comfort/companion animals will be treated the same as ADA recognized service animals. If an issue arises, then notify Melissa.

Item 4. A chart has been made for Responding to Disruptive Behavior. Check the chart for level of incident and its corresponding consequence. If an incident is very serious or has required the involvement of Campus Police, then document it in the incident log on the wiki and notify Melissa.

Item 5. Jao-Ming is leaving (well wishes). His position will be posted as soon as possible. The members of the selection committee will be: Adam Brennan, Jamie Holmes, Amy Lagers, Liz Binger, and Lisa Haldeman. Patrick’s replacement has been selected and is awaiting approval by Paula.

Item 6. Signage will be made informing patrons that permission is needed before placing items on the pamphlet/flier rack. A time limit for materials placed on the rack may be implemented.

Item 7. **Safety Scavenger Hunt** - For the team members not at the meeting, the rest of the team did and you should do the following: think about where you normally sit during your shift, now get up and find the nearest fire alarm and extinguisher. After the hunt we discussed the various routes to the basement for tornado shelter, determining the safest route to be the north stairwell to the left of the elevators, as it is the only one that does not take you by glass doors or outside. The possibility of trainings for both first aid and active shooter were also discussed. Also, if the sprinkler system is accidentally activated it can be turned off
via the master valve located in the ceiling by study room one, there in an indicator sign.

Item 8. In regards to patrons seeking legal information and advice. We may only point them in the direction of the information. We cannot advise as to which forms to fill out or what cases to look up in the Law books. We can refer them to www.tulsalibrary.org/tos/tulsa-county-bar-association-inc, www.okbar.org/public/LegalServices/LowCostorNoCostLegalAssistance.aspx, and www.oklaw.org.

Item 9. Mark Bielefeld may be asked to give a demonstration of the EAC computers.