Library Staff Association Minutes  
September 6, 2006

Present:
- Jean Brickey
- Ross Edmonds
- Lori Lee
- Shirley Moede
- Christopher Peters
- Debbie Osborne
- Brian Shelburne, President
- Kimberli Weeks, Secretary

Absent:
- Debbie Hobbs
- Joyce Nester
- Brenda Pratt, Vice President
- Robert Sebek
- Mary Sullivan

Minutes:

10:00 – 11:05 in DLA Conference Room, Newman Library

LAC Report:

Budget - Follow-up

Brian had previously requested $250.00 for refreshments for quarterly LSA meetings. LSA and LFA will receive $100.00 each for the food budget for their quarterly meetings.

Disruptive Behavior

The library was recently plagued with random acts of disruptive behavior by a visiting group of middle-school aged students. In light of not having a policy in place to deal with such behavior effectively, there will be a Committee formed to discuss how such incidences will be handled in the future. Brenda Pratt will head up the committee. Chris Peters, and the presidents of both LSA and LFA will also attend. The committee will:

- Look for guidelines for intervention, and
- Develop official procedures to follow in the future.
Travel - Limitations

No “official” policies will be implemented concerning travel limitations. The Directors in LAC agreed not to set a hard number limit on employee travel expenses. They decided that this should be a decision left up to individual departments / supervisors. Supervisors will still get the final say about travel. It was noted that staff are encouraged to properly justify travel requests. Staff should fill out the travel forms completely and on time, addressing questions such as: 1) How will this help my unit?, or 2) How will this help the library? As before, stating how the travel will help to further develop the staff member should also be included.

Eileen Hitchingham suggested that a form be standardized and that LSA and LFA follow the same form.

Other notable suggestions were that: The public should be able to see the reports, and that the board should be able to see the reports.

Building Issues – Follow-up:

Debbie Hobbs and Ross worked up a proposal to get more adequate tables in the 6th floor employee break room. Don is looking into it; He is looking in to possibly repairing instead of replacing them.

Atomic Clocks are being experimented with. One may be working. Kimberli will send an email to Brian about possible alternatives to standardized clocks that are available for different environments.

Note: Don stated that staff should feel free to adjust any not accurate clocks at will.

Staff Senate Business

There will be a constitutional change in the bi-laws concerning the wording, “classified staff”; this term will no longer exist. The term should change to “ALL non-student wage employees” in all staff constitutions.

The University Council is proposing to change the name of the “Committee on Classified Staff Affairs” to the “Commission on Staff Policy and Affairs.”

Committees – Follow up:

In light of initial responses from LSA executive board members, Brian deduced that there would be at least two committees: The Website Committee and the Constitution Committee.

Brian reiterated the goal of bringing in staff members that were not part of the executive board, to help work on committees.

Website Committee:

Some ideas for the website were:
We have a weekly / monthly (time to be determined) contest where a staff member’s baby picture is posted. Whoever guessed the baby picture would win their choice from the vending machine. Another version would be whoever guess it correctly would be put in a drawing for the prize during each time period.

Add useful links to the site such as Human Resources, Leave Entry, MyVt, Governance information, etc.

The summary of the focus on the website is to add something “fun” to the website to get people to come to it often.

**Constitution Committee:**

The constitution has to be changed to address the wording “classified staff,” due to the university restructuring. Brian suggested that since we have to read it and become familiar with it anyway, we should make any other changes that need to be made during this time.

**Committee Action:**

By this time next week, all board members need to send Brian an email to let him know which committee, if any, they would like to serve on. If the board finds any other staff members who would be willing to contribute to either committee, members should send Brian that information as well.

**Suggestions:**

Committees should think about setting meeting times to offset LSA meetings.

**Commonwealth Campaign**

Brian Shelburne is the new volunteer for the VA Commonwealth Campaign from the LSA.

**Quarterly Meetings:**

It is time for the LSA quarterly meeting for the entire staff.

We discussed what the plans should be.

Jean suggested that Linda Woodard speak about university restructuring.

Ross suggested that we have the regularly scheduled meeting this month and get Linda for the last quarterly meeting of the year. This would give Linda time to schedule and prepare, while keeping LSA from missing their September meeting.

Eileen, via Brian, suggested that people from within the library would make interesting speakers and that it could be sort of an extension of the Poster Session that was held on Staff on In-Service Day.

Brian suggested that we might need to look into forming a committee on Quarterly Meetings, who would focus on bringing in outside sources,
Staff Senate News

Parking services will propose “Progressive Parking.” Parking fees would then be based on the staff/faculty member’s pay band. More details will come after the October Staff Senate meeting.

Jean said later this year a request be put out that all staff will be willingly involved in focus groups that will be used to help determine the new definitions and laws for restructuring.

Jean reported that the Staff Association for Faculty Employees has raised money for scholarships for their employee’s dependents attending Virginia Tech. Some things they have done is having pizza at lunch where everyone pays for a slice of pizza. They get the Pizza’s donated. They are thinking of having a chili cook this year. Other things some Staff Associations do is food drives for the Food Pantry. This gives us a chance to do something positive.

Upcoming Meetings:

LSA Executive Board Meeting
Systems Conference Room
Wednesday, September 20, 2006 10:00 AM-11:00 AM

Actions & Preparation:

By Monday, September 11th, Brian will send a reminder that lists the committees.

By Wednesday, September 13th, 2005, all executive board members should send Brian an email with their interests in committees, and the names of any outside people who would help on the committees.

ASAP – Kimberli will send Brian an email about possible alternatives to atomic clocks that will work in a variety of environment.