Guest:
- Brenda Hendricks

Minutes:
Kevin Ford began the meeting by introducing himself as the new LSA President for the 1995-1996 term. He then welcomed all attending library staff and thanked them for their attendance.

All responses to the revision of the LSA Bylaws concerning LSA representation were favorable. The new LSA representation is as follows:

- Two (2) from User Services:
  - ILL, Reserve, Circulation, Media Center, Document Delivery, and Shelving.
  - Reference, including the three (3) on-campus branch libraries: Art & Architecture, Geology and Veterinary Medicine.
- One (1) from Technical Services and Collection Development
- One (1) from the Dean of University Libraries Office, Personnel, Training, Special Collections, Scholarly Communications, and VTIC.
- One (1) from Business Services and Library Automation.

Brenda Hendricks presented a talk on Teams in the University Libraries in which she defined the scope, structure and purpose of teams. The library currently has five teams in operation, they are the: Web Team, FUNdamental Skills Team, Finance Team, Virtua Team(VTLS Windows) and User Services Team. A team is defined as a group of people working together to solve a problem in a way that shows respect for one another. Certain "roles" are played by team members some of which are: the timekeeper, who makes sure a topic is discussed for a set amount of time and no longer; the gatekeeper, who makes sure members stay on the topic of discussion; the scribe, who records what is said in the meeting; the judge, who makes sure the rules agreed upon by team members are followed; the recorder, who lists ideas generated during the meeting for all members to see; and the team leader, who acts as a guide for the overall process of the meeting. Some tools used in a team meeting are: the parking lot, where issues that arise during the meeting which are not on the agenda are put until the next meeting; the round robin, in which each member in turn is asked for their input; and brainstorming, in which members think "off the top of their heads" and say what comes to mind. Teams are presented as an alternative to traditional meeting structures, where appropriate, in an effort to foster a more respectful, creative and cooperative meeting environment.

Kevin passed out the results of the Morale Survey and opened the meeting for discussion. The top three resulting concerns of the survey were 1) positions not being filled, 2) having to do more with less without compensation and 3) decline of resources. These results will be forwarded to the Staff Senate.
Policies & Issues Committee which is looking into the possible reasons of low morale across campus. Their goal is to identify the top three concerns and to then see if there are possible solutions to these issues.

This discussion was followed by the question, What is the purpose of LSA? For the most part LSA seems to act as a distributor of funds. Kevin asked the attending staff what changes to LSA they would like to see made. He invites all staff to contact him in person or by e-mail (keford@vt.edu) to make suggestions.