Present:
- Tony Atkins, President
- Shawn Boles
- Jean Brickey, Vice President/President Elect
- Susan Sowers, Secretary
- Clara Stanley

Absent:
- Lucy Cox
- Milko Maykowskyj, Staff Senator
- Robert Sebek

Minutes:
The meeting was called to order at 3:00 p.m. on Wednesday, September 29, 1999.

Old Business
Tony presented the proposed changes to the LSA bylaws on a revised Web page. The changes were highlighted in red.

VI. Representatives
- The statement "The method of choosing such individuals is left to the group being represented." was replaced with "The method of choosing such individuals is left to the discretion of the standing membership of the LSA."
- The following paragraph was stricken from the bylaws:
  For LSA purposes, representatives will be chosen as follows:
  One (1) from ILL, Reserve, Circulation, Document Delivery and Shelving
  One (1) from Media Centers and Reference, including the three (3) branch libraries: Art & Architecture, Geology and Veterinary Medicine.
  One (1) from Technical Services and Collection Development.
  One (1) from the Office of the Dean of Libraries staff, Personnel, Training, Special Collections, Scholarly Communications and VTIC.
  One (1) from Business Services and Library Automation.

VII. Meetings
The following statements were added:
At least one meeting per month will be open to the staff at large.
At least one meeting per year will be held at each of the branch libraries.

A motion was made and seconded to approve the bylaws as presented by Tony.

The motion was unanimously approved.

Tony presented the proposed changes to the LSA travel guidelines on a revised Web page. The changes were highlighted in red.

Eligibility:

- The following statement was added:
  "All travel can only be funded in accordance with the rules established by the Library, the University, and the State.

Amount of Funding:

- The following statement was added to the first sentence in 1 and 2:
  "In cases in which funding is approved"
- The following statement was added to 4:
  "The LSA Board may make exceptions to this at their discretion."
- All dollar amounts were changed from $250 to $500.

A motion was made and seconded to approve the travel guidelines as presented by Tony. The motion was unanimously approved.

**New Business**

Tony met with Dean Hitchingham last week. It was suggested that we might invite people from other organizations, such as TREC, to see how they approve travel funds.

Tony stated that our next project is to get the LSA Web page up-to-date. The possibility of doing an online survey was discussed.

Susan suggested that we move up our meeting time to 2:00 to accommodate Clara’s new position at the Art & Architecture Library. Members agreed to the new time.

**Next Meeting**

Our next meeting will be held on Wednesday, October 13, 1999 at 2:00 p.m. at the Art & Architecture Library.
Respectfully submitted,
Susan Sowers
Secretary