



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, July 1, 2002, Number 1287

NEWS FROM PERSONNEL:

Resignations:

Alan Jamros, SL-2, Circulation Services, effective August 20, 2002

Thomas Koshy is in India for the next two weeks; his mother is ailing. He will return on July 23. If you have supply needs during this time please let Maryanne know. She or Linda or Jim will check the stock area near the mailroom for the needed materials. If the items are not in stock then they can be ordered by submitting a Staples Supply Order form to Maryanne.

HABITAT FOR HUMANITY NEWS:

Maryanne attended a coordinator's meeting and was given the schedule for the building part of our campaign. The Library and Office of the VP for Research will be working on Friday, November 15, 2002. Both areas combined need to have 15 volunteers. The assignment is to landscape the yard. The work is done rain or shine. Keep in mind that in November the weather could be unpredictable.

She will be contacting Kris Duryea (VP for Research Coordinator) and we will work on the volunteer arrangement jointly. 1) We could have 8 people from Library for a full day from (9:00 am - 3:00 pm) including lunch or 2) have 15 people from Library for 9:00 am - noon or noon - 3:00 pm not including lunch.

Begin to think about being involved in the landscaping. You only need to enjoy working outdoors to help create the beginnings of a yard for a family. The address of the home is 403 Brookhaven Avenue (corner of Brookhaven and Bourdois) in Bellport.



STUDENT ASSISTANT TIMESHEETS UPDATE: (From Pam)

Student timesheets need to be approved by Monday, July 8 (an extension from the usual Friday deadline due to July 4th holiday).