



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, November 14, 2002, Number 1323

SOME CHANGES: (Submitted by Chris Filstrup)

- Lois Mazer, the Library's Advancement Officer, will move into the administrative suite in the near future. This is part of an overall move to place Advancement staff close to their clients. Lois is responsible for the Centers of Italian Studies, India, and Korean Studies as well as the Library. Lois will occupy Gulnara's office, Gulnara moving to the office vacated by Siobhan Ross.
- As you all know, Charlie is leaving us mid-January. Upon his departure and until we replace Charlie, Sherry will take responsibility for Photocopy Services and Interlibrary Loan. Chris will take responsibility for Systems, Building Operations, and the Webmaster.

AGENDAS OF ADMINISTRATIVE COUNCIL: (Submitted by Chris Filstrup)

As often requested, we are now distributing the agendas of Administrative Council.

On 11/5, Administrative Council

- Approved a charge for and membership of a Digitization Team. This goes next to Director's Council.
 - Agreed to request an audit of CSEA positions, as discussed at staff strategic planning meetings.
 - Discussed a call for requests for Quality of Life money purposed for upgrades of public and work spaces.
 - Approved Gulnara's web development policy. This goes next to Director's Council.
 - Discussed strategic plan goals on increasing print collections and expanding library instruction.
- These go next to Director's Council.

On 11/13, Administrative Council

- Approved temporary, part-time replacement for Brenda.
- Approved replacement of Brenda and Roger with a single position split between MASIC and Reference on the model of Chemistry and Reference.
- Temporarily reassigned Charlie's responsibilities to Sherry (Photocopy and ILL) and Chris (Webmaster, Systems, Operations). These take place when Charlie leaves mid-January.
- Discussed CSEA grades in the science branches.
- Discussed fiscal controls and the organization of fiscal management in the Library.
- Discussed limiting access to the men's restroom on the second floor of CRR/NRR, a locus of vandalism.
- Discussed Lois Mazer's move to the administrative suite.

UPCOMING EVENTS:



As this time of year starts getting busier with the approach of the holidays please make a note of these library events:

FOR ALL -

Monday, Nov. 18

New Staff Reception, Javits Room, 9:30 - 10:30 am
Coffee Service +
Bakery Basket

Friday, Dec. 13

Roger Kelly's Retirement, Javits Room, 9:30 - 11:30 am
Breakfast Buffet

Friday, Dec. 20

Library Holidays Party, Javits Room, 12:00 - 2:00 pm
Lunch Catered Heroes
+ Tossed Salad
Staff Bring Food Items

FOR SUBJECT SPECIALISTS -

Thursday, Jan. 30

Lunch Meeting, Javits Room, 12:45 - 2:15 pm
Library Liaisons +
Subject Specialists
Light Refreshments