



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, October 3, 2001, Number 1223

NEWS FROM PERSONNEL:

Faculty and Professional Staff Information:

The completed discretionary recommendations for 2000-2001 have been sent to the Provost's Office. Award notification letters will be sent to those faculty and professional staff recommended for increases as soon as the paycheck distribution date is finalized. Discretionary increases will be retroactive to July, 2001.

FROM SUPPLY ROOM:

Please send your department requisition for 2002 calendars to Thomas Koshy urgently before October 15, 2001. He will place the order and fill your requests so that you receive the calendars in advance of the upcoming year.

CAMPUS MAIL SERVICES:

The U. S. Post Office requires a Customs Declaration Form (CDF) be affixed to international mail weighing 16 oz. or more. In order to avoid having mail returned to you, the Post Office suggests that a CDF be affixed to ALL INTERNATIONAL MAIL LARGER THAN A LEGAL SIZE ENVELOPE.

Thomas Koshy will give each library area a supply of the CDF forms.

STAFF RESPONSE TO TERRORISTS' ATTACKS:

Several members of the staff participated in purchasing and/or making ribbons to be distributed to staff and patrons. Thanks to Linda Crawford, Liz Geoghegan, Chris Filstrup, Germaine Hoynos, Eileen Phoel, Elsa Gonzalez, April Brazil, Kathleen Horan, Elga Ortiz, Hanne Giordano, and Kathy Weiner.

We have assembled a Green team of ten people: Chris Filstrup, Germaine Hoynos, Kathleen Horan, David Weiner, Linda Crawford, Susan Opisso, Eileen Phoel, Elba Orsland, Mary Ficuciello, and Maryanne Vigneaux. They will work with Alumni Affairs and Campus Ministeries to create a memorial garden on the east side of the library. Paul Wiener took photos that show overgrowth and lack of color in this area. Chris Filstrup and Linda Crawford met with staff from the President's office, Student Affairs, and the Physical Plant to discuss resources and responsibilities. Paul Theisen of the Physical Plant is checking to see whether they can replace existing soil and remove bushes. Susan Opisso's husband, Mike, will help with design.

Future ideas suggested by staff (as surveyed by Liz Geoghegan) include red, white and blue carnations on the main desks at the one month anniversary and a commorative event at the one year anniversary.

Staff will create a display in showcase at the foot of the stairs up to the Javits Room. The video display has been taken down and we are ready to proceed. Large bows have been purchased, Kristen Nyitray will bring in an American flag, and Paul Wiener has created a poster. We will need to unify this display in some manner. The small bulletin board in the hallway near the SINC site contains a poster and a red, white, and blue bow.

Jeanne Horn collected over \$500 and purchased over \$300 of needed supplies. She bought men's

T-shirts, long sleeved shirts, sweat pants, bottled water, gatorade, power bars, toothbrushes, batteries for flashlights and work gloves, etc. These items were brought to the Ridge Fire Dept. to be taken into Manhattan for the rescue workers. The remaining \$200 was donated to the American Red Cross, through her son's employer who is matching all donations. This effectively doubles our cash contribution.

I regret if any staff were over-looked in this summary. If anyone was not mentioned, and wishes to be included in the next update of our Library's efforts, please let Maryanne know!