

All Staff Meeting
March 6, 2024
Agenda

1. The microfilm scanner is back, and working now. I'm working (slowly) on a cheat sheet to explain what controls you need to know about. But it's working!
2. Let's take a quick look at the AED – where the patches are and such.
3. The roof is going to be patched, and that should be good for a while, but the roofer said that we should be budgeting for a completely new roof in the next five years. The patches will hold until we get a new roof, but the entire roof is just old. I reported that to the Board and to the City last night.
4. When we have just a few staff in the library, frequently there's nobody in the children's area – and when that happens, there's more likelihood of a mess being made. What can we change to prevent this?
5. When a staff member is sick, or can't make it in to work their shift, who do they contact? Let's make this clear for everyone, and hash out just who gets the message.
6. I'd like to send out this agenda before the All-Staff meeting by email, so everybody has a chance to read it over and get questions ready before we meet, instead of having to come up with questions on the spot. Will it work to send this out by email, and how many days ahead is reasonable?