

Library Environmental Committee Minutes—October 23, 2018

Present: Loretta Crum (chairing), Susan Kendall (minutes), Eric Tans, Stephanie Perentesis, Lisa Lorenzo, Scout Calvert

1. Plan meeting with Joe Salem

- We discussed items we want to talk about with Joe, including:
 - Accomplishments
 - How we function
 - Our educational series
 - Our relationship with recycling, sustainability
 - Orientation for new hires
- Susan will compile a more detailed list of talking points and share on our email list

2. LEC Outlook account

- Lisa said we are being asked about our Outlook account by Systems
- We are not using the Outlook calendar as we had hoped
- We decided to go back to having the LEC be a listserv instead of an Outlook mailbox

3. LEC Web pages

- We can get rid of intranet pages since there is no unique information on there anymore. Lisa will inform Systems.
- Lisa will update our web pages to add chair and recorder duties for 2019

4. Committee procedures document

- SSAG has asked all Library committees to produce a document outlining procedures and policies for membership. Lisa brought a proposed committee procedures document that details our current procedures and policies for who may join the committee and how people express interest. She will forward to SSAG.

5. Events

- The Special Collections historical botanical illustration event/open house is going forward, led by Tad B. and Suzi T., without our involvement. It will be 4-7 pm on Oct. 30. Peter Carrington has informed us he will be there to answer questions.
- Scout reported that a graduate student in animal studies/sociology may be interested in giving a presentation in our series in the spring. She will talk to the student to get a more specific idea of the topic of the talk and to suggest some possible dates.

6. New business

- Our discussion of procedures and policies led to further discussion of the committee moving towards a more formalized leadership structure, with a chair, rather than

the current model in which we do not have a designated chair. Those in attendance were mostly positive about moving forward with this change. Positive outcomes may be that it might help us better achieve our goals, hold us accountable, help incorporate new people into the group, and have a designated liaison for communication with the rest of the Library. One concern was the amount of work for the chair. It was pointed out that no one would be required to be chair. Librarians and Library Staff have different evaluation and reward systems for time spent, so that is something to keep in mind.

- The topic of moving towards a more formalized structure will be revisited at the January meeting.