

## Notes of the LEC meeting 5/25/10

Meeting facilitator: Kate Notes: Kriss

Present: Michelle Allen, Hsiang-Ping Cha, Susie Garmo, Susan Kendall, Elida Marti, Kriss Ostrom, Kate Ojibway, Stephanie Perentesis, Heidi Schroeder, Mike Unsworth

LEC sub-committee for events promotion - Ruth Ann would like an LEC liaison for PR regarding events in the new MSU Library Environmental Series. We need a couple committee members to volunteer and choose one person to be Ruth Ann's LEC contact.

Sponsoring a tour of recycling stations and providing a recycling overview (as part of the HR-sponsored "Be a tourist ..." series) - Heidi would like to be involved but won't have time until after she returns from her honeymoon (in Greece!)

Follow-up HR new hire checklist inclusion of environmental issues - Kriss checked with Heather and learned that the new hire checklists on the HR intranet site are not those currently being used. Heather assured us that supervisors of new staff are asked to contact Kriss, who in turn will ask LEC who would like to conduct the MSU environmental orientation.

Status of LEC new hire welcome letter - Mike will draft a welcome letter for the next meeting.

MSU Libraries participation in Smart Commute 2010 - Mike brought us up-to-date on this year's program, which runs 6/14 - 6/25/10. LEC is one of the sponsors. Individuals will keep their own tally sheets and submit them to Mike at the conclusion of the event.

LEC wiki - After Kelly told us that the best way to have a public MSUL web presence was to set up a wiki (like the Ergonomics Committee wiki, which was out there but had no links from the library webpages). Eric W established the empty wiki: <<http://lecwiki.lib.msu.edu/>>. Mike, Heidi, and Kriss have just begun working on it. Kelly added a link to both wikis at the bottom right of the "About Us" page: <<http://www2.lib.msu.edu/about/>> (Thanks, Kelly and Eric!) It was suggested that we have a template for the agenda and meeting minutes on the LEC wiki or intranet page.

Report on the recent MSU Office of Campus Sustainability (OCS) Q&A, at which Mike represented LEC - No new information. A main goal is to hire a new Director (to fill Terry Link's vacant position). Jennifer Battle is the Assistant Director and Lauren Olson is the Program Coordinator, reporting to Jennifer.

OCS informational event for campus environmental stewards - Kate and Mike represented LEC, which covered the same information that LEC members (the Main Library's environmental stewards along with building custodians) learned when the stewards program began last year.

New campus public recycling drop-off site ([www.recycle.msu.edu/drop-off.html](http://www.recycle.msu.edu/drop-off.html)) - Suz and Kriss had dropped off material from home and said the signs were confusing. Kriss will check with The Recyclers for clarification.

Pre-sorting for MSU Surplus - With no advance notice to MSU Surplus, all the withdrawals from the BPS-closing (and JSTOR volumes withdrawn from Main to make space for BPS material), we overwhelmed the booksale folks at the MSU Surplus Store; we sent three semi-trucks of withdrawn material since November. Unwanted gifts were piling up, so Kriss asked Surplus to train Circ supervisors to sort and place unsaleable items in “mixed paper” recycling during non-busy times.

Ecogram - We decided on an explanation of all the new items that can go in MIXED PAPER containers and describing the new guidelines for battery recycling.

Next meeting: June 22 Kriss will facilitate, Stephanie will take notes