

Meeting Notes

Stanaker Library

2-5-15

FOOD PROGRAM

1. June 1 – August 14th
2. Stanaker ordered 24 meals for the summer
3. Will serve on Mondays and Tuesdays
4. Training for employees start in April

GRADUATION GAME PLAN

1. Will be performed at Stanaker on March 3rd and March 10th beginning at 5pm.

MAURICE SENDAK DISPLAY

1. Stanaker will either do a display or program in the month of April.

PROGRAMS

1. At least 60 programs a month is our goal
2. Comic club, Story Time, Gaming, Movie Time, Crafts and added computer classes have been included in programs.

INCIDENT REPORTS

1. What needs to be included in the reports.
2. Where to send the report.

TAGGING

1. Make sure all books in Library have Tags in the back of the book.
2. Make sure when you check in books that books have tags.

ISSUES/CONCERNS

1. Mrs. Elizabeth Urinates on herself destroying library furniture. (will discuss with Patrick)
2. People coming in from speedy cash. Wanting staff to input confidential information. (Staff was instructed not to do so only help with emails and getting on computer).