

Meeting Notes, 30 June 2010

Annex Review Task Force Meeting, 30 June 2010

1. We discussed logistics and reviewed the charge. Jim volunteered to compile the group's final report.
2. Zsuzsa Koltay attended the meeting and offered help from RAU to address the first bullet point in the charge. She'll review the assignment and get back to the TF with a proposal for what RAU can do.
3. Between now and our next meeting, we'll identify and share existing policies and procedures related to current workflow at the Annex. Jim will review LTS documentation, Don will review collection development documentation, Cammie will compile and share current Annex policies, and Eli will review RMC docs.
4. Cammie will also outline the current charge and mission of the Annex, let us know what's coming up in the way of major moves (to the extent that she herself knows), and share some stats with the TF.
5. Barbara will share recent reports regarding staffing needs.
6. Scott will announce the work of the TF on CU-LIB. He will also check with Tiffany or Rachel about setting up a wiki [or do it himself - see <https://confluence.cornell.edu/display/culpublic/Cornell+Library+Annex+Advisory+Task+Force>] and set up biweekly meetings for the group.