



LTC Building Staff Meeting

Friday November 16, 2012

AGENDA MINUTES

- **Kitchen Equipment Replacement**

It was announced the library would be purchasing a new refrigerator to replace the non-functioning refrigerator in the 1st floor employee lounge.
Additionally, dishware was given to the library from the Humanities building.

- **Building Security / Key Access Information**
 - a) **Key Code Door Lock for Staff Lounge**

Discussed the need to secure the Kitchen to prevent loss of employee and department items when outside groups use the Karas & Stutzman Rooms. Determined further study and dialogue is necessary to determine best course of action.

 - b) **3rd Floor Staff Lounge Check Out Key available**

An issue arose with staff/faculty not being able to access the 3rd Floor Staff Lounge during the posted times the Lounge was to be opened. The posted hours are 8:00am to 4:00pm, with a key available at the Circulation Desk. Will verify clarity of message on Lounge door, and make changes as needed.

 - c) **Key Procedures**

A new means for maintaining building security was introduced and discussed. The Building Access Guidelines which is currently being designed will track all staff and faculty individuals who operate out of the Library and Technology Center. In the initial stages of the new procedure, department heads will provide and verify what level of building access each personnel member is granted. This information will be collected and maintained by the Division Office Manager for the Library.
Four times a year, the Library DOM will print out the current list displaying the access level for all building personnel, and submit these documents to the LTC Building Department Heads for updating and verification. This data will be used to create a Master List which can be used to identify which individuals have access to which areas of the Building.
At any time during the year, as the employees who operate out of the Library and Technology Center rotate in and out of Building, Department Heads can add or reduce building access as needed. This system will work to ensure key retention guidelines are

followed for outgoing personnel, and proved quick and accurate access for incoming Building users.

All members present agreed with the need to implement a system to better track building access, and agree this system will best service that need. The Library Division Office Manager will be responsible for outlining the specifics of this plan, and is available to answer any questions or concerns.

- **gang workshop (Deborah & Brian)**

The Gang Workshop may be open to attendees during the Flex Day activities.

Information also available at: <http://www.youtube.com/watch?v=9LI5hCFnVk>

Being alert/aware is a key factor in reducing gang activity. If you witness anything out of the ordinary, be sure to notify either Deborah or Security. Be on the lookout for Graffiti Tagging areas, which could signify areas of drug use. Take steps to show that we are aware, and we are here to help. High crime rates in surrounding communities invariably spill over.

Was discussed and decided to update the "Watch Your Belongings" signage.

Proposed signage to encourage drivers to not leave valuables in clear sight in their vehicles.

- ~~Signage for Book Drops~~

- **Update on Meeting with Steve Ma concerning Custodial Issues**

Steve encouraged us to continue using the Facilities website to input Custodial problems to maintain a document trail. Any future custodial problems should be emailed to the Library DOM at khaskin@mpc.edu for work order submission.