

## **LEC Meeting -- 1/24/12, 11am, South Conference Room**

Chair: Heidi Schroeder Recorder: Kriss Ostrom

Welcome to Lynne Woods from the Course Materials Program, our newest LEC member – We introduced ourselves to Lynne.

LEC resignation - We are sorry that Susan Garmo has had to resign from LEC due to the conflict of our meetings with the Construction meetings. She will remain on the LEC mailing list to keep Library Facilities staff in the loop on environmental information.

MSU Green Certification Renewal – In 2010, LEC submitted forms and the MSU Libraries received Green Certification for both for “green office space” and “information technology space.” This enables the Libraries to use the following Green Certification seal on recruitment materials and other communications to demonstrate our commitment to environmental stewardship and participation in the culture of conservation.

Renewal application forms are almost identical to the 2010 forms. Heidi volunteered to complete the forms and email them to us for review before submission in March 2012.

Library Environmental Series Spring events – Our events are now on the library website and banners (see the one by the Reference Desk). Flyers will be printed soon, but in the green spirit, we do not have 400 copies printed for campus distribution as is done for other library events. Kriss coordinated PR with the PR Committee and she will forward PR information to Jon Harrison, Terry Link, and Lauren Olson for E-distribution to their contacts. The individual event coordinators will be responsible for emailing reminders to LibraryStaff. Heidi will put Kate Ojibway’s compilation of what to do for speakers on the wiki, on a new events tab.

Earth Week – The recycling game will be Friday, April 20, noon-4 in the Writing Center area. We will also do a display in the Writing Center area featuring environmental e-books, no print books this time. There will also be a Beal tour that week, on Thursday, April 19, 12:10-12:50pm. Earth Day exhibit, middle display case across from new books, April-June 2012. – Aaron and Andrea will bring options for topics to the February LEC meeting. We brainstormed a few possibilities.

Exhibit Workshop – We will meet with Anita Ezzo and Theresa Moore at 3pm on Valentine’s Day for training and tips on putting together exhibits.

Archiving LEC events – We had a long discussion about archiving LEC events/features on the LEC wiki given EC’s 11/30/11 decision: “Library Features – EC received a request to have a historical archive of all of the features that have been displayed on the Libraries home page. EC decided that these ephemera materials are not a priority for use of library resources to archive. More discussions will take place after we have improved digital infrastructure for archiving.” We are disappointed but will figure out a simple way to archive LEC events on a new “events” tab on the LEC wiki, which will take very little time: <http://lecwiki.lib.msu.edu>. We receive requests from other colleges and universities for information on our activities and programs and being able to refer them to the wiki to see everything will be much less time-consuming than responding on the phone or by email. Mike volunteered to work on this with Heidi and Lynne for the next year and see how it goes. Lynne described software she has for archiving. She will look

into it and tell us more next month. Heidi will touch base with Rick/John to see about where the sound files are so we can link to them.

Environmental Orientation for New Employees – Kriss will talk to Heather again about the new employee checklist and how we can automatically be notified of new staff.

January EcoGram – We decided to alert LibraryStaff to some local green events happening soon. Heidi will send it out today.

LEC revolving Chair/Recorder Duties – given Suz's resignation, Michelle's upcoming resignation, and other logistical problems, Heidi will re-do the calendar on the wiki

Next LEC Meeting – 2/28/12 (11am-noon), South Conference Room