



## **Staff Meeting May 18, 2017**

- I. **Call to Order**  
Mary Leal called meeting to order at 8:30 a.m.
- II. **Staff Present**  
Nathan Vosburg, Hilda Crawford, Gina Gabriel, Jackie Collings, Mary Leal, Jane Morales, Yvonne Galvan, Lee Uhlemann
- III. **Agenda**
  1. **Career Online High School**  
All questions to be directed to Miss Hilda.  
High School Diploma not a GED
  2. **SJVLS Chair**  
Mary – I will be the Chairperson for SJVLS. Mainly running the meeting, but will be called on for any documents that need to be signed.
  3. **Orders – June 15<sup>th</sup>**  
Everyone was sent a copy of the budget look and see what your budget is this coming year.  
Mary will be having a meeting with all of you about your exact budget for ordering different materials.
  4. **Breaks**  
Take your breaks at the time you are scheduled to do so.  
If you are helping a patron finish helping them and tell Jackie what happened and that way she knows why you are taking your break late.  
If you go on your break late because you forgot you still have to come back when your break ends, at the regular time.
  5. **Property Taxes**  
Drop off bin was a success.
  6. **Pull List**  
The pull list needs to be done first thing in the morning we all know that the gal is always late, but when the fella comes he is always early so let's try and get it done first thing in the morning.

**7. Front Desk**

Do not assume just because the part-time people are at the front and you don't need to do your desk duty.

Everyone needs to do their time

You can ask the part-timers if they can cover for you if they are not doing something, but I would rather you do your schedule time.

**8. CalPERS 457 Plan**

Retirement plan documents if you have any questions see Mary.

**9. Huron**

Maggie will be taking some time off so I will be sending people to Huron to cover her shifts for the next couple of months. I cannot have Marta cover her shift because my budget can't take that.

Mary asked everyone what day of the week they would prefer to go work in Huron. If you get assigned a day and you need to change it find someone to trade with you or come to me and we will see what we can do.

**10. Lanyards**

Please wear them.

**11. Anything??**

VR Grant approved

Prize Winners: Jane, Yvonne, Beth, David, Lee