X-Change
Minutes
11-17-03

In attendance were:

Dana Morrow, Daphene Keys, Kay Bauman, Marian LeCrone, Jean Engebritson, Barbara Beasley, Randy Wayland, Mary Patton, Rosemary Czarski, Lori Kane, Heidi Johnson, Jack Kinzie, Don Updegrove, Pauline Rodriguez, Debra Spindle, Denyvetta Davis, Ernestine Clark, Judy Walden, Eddie Terry, Traci Jinkens, Anita Roesler, Phil Tolbert, Karen Bays, Priscilla Doss, Anne Fischer, Jim Welch, Ann Aliotta, Debbie Robertus, Todd Olberding, Karen Marriott, Ric Rea, Scott Carter, Karyn Miller

Welcome and Announcements - Kay Bauman

Welcomed supervisors to X-Change. Discussed agenda for the afternoon. Kay announced the dates for X-Change in 2004. They are as follows:

- February 16, 2004, 2-4:30 pm
- May 17, 2004, 2-4:30 pm
- August 16, 2004, 2-4:30 pm
- November 15, 2004, 2-4:30 pm

Each of the meetings will be held at the Belle Isle Library. Kay invited managers and supervisors to bring snacks for the group. Anyone wishing to volunteer to do so is more than welcome to begin bringing food to the X-Change meetings. Please contact Kay if you would like to volunteer.

Friends – Marian LeCrone

Marian presented to the group some facts about the Friends. She invited managers and supervisors to join the Friends so that we can "Help Our Friends Help Us". Marian will be visiting each library to talk with employees about the Friends membership. She will also be delivering new stands to each library, which will include Friends membership brochures. Membership forms may also be found on the Internet.

Automation – Anne Fischer

Anne presented to the group, "Guidelines for Shutdown/Restart of Computers". Each manager and supervisor should make copies for each staff member. The guidelines can be found at the end of these minutes.

X-Change – Kay Bauman

Kay reviewed with supervisors and managers what X-Change is. Kay asked the group what topics they would like to discuss in small groups. The following topics were given:

- Routing slips
- Inventory control
- Employee gone wild!
- Generation gap
- Patriot Act
- HIPAA

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- Civil Rights/ Harassment
- Upcoming mill levy
- Workers Comp
- Morale boosters
- Performance appraisals
- Time management
- Moving

Some of these topics were discussed in a big group setting, however smaller groups chose a topic and discussed it at their table. A debriefing followed.

Kay invited supervisors and managers to start sending in topics/ideas/suggestions to her for future X-Change meetings. The Planning Office will send out a reminder two weeks prior to each X-Change meeting reminding managers and supervisors to send in ideas and suggestions. Planning will send out all topics being discussed one week prior to each meeting.

HIPAA – Ric Rea

Ric reported that all employees, as well as volunteers, will need to watch a HIPAA PowerPoint presentation, which is currently being developed by Helen Chacon, Automation, and Human Resources. This PowerPoint presentation will be on the Intranet and easily accessible for all employees. After each employee watches the presentation, s/he will need to sign a form and send it in to Human Resources. Ric suggested to all supervisors and managers, that they should watch the presentation also, sign the form, and send it in to HUM.

Meeting adjourned at 4:00 p.m.

Next X-Change meeting will be on:

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Monday, February 16, 2004
2:00-4:30 pm
Belle Isle Library
Meeting Rooms A & B

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Guidelines for Shutdown/Restart of Computers

Staff Computers:

Please do not ever shutdown staff computers. You can restart them, but do not shut them down. The IT department regularly updates software on computers after the library is closed and if you shut them down, your computer(s) does not get updated. We then have to make attempts to update it manually.

You should <u>always</u> have a screen saver on a staff computer and you can lock the workstation at night when you leave or power off the monitor if you would like, but again, do not shutdown or power off the computer. If you have removed the screen saver on your computer, you <u>must</u> power off the monitor.

Public Computers:

Do not shutdown any public computers at night. This is a change from what we have said before. The reason for this change is that we've had a problem with our filtering servers on the weekend a couple of times and needed to put a different version of the mlsIE software on the computers so that the public could still access the Internet. Because these computers were shutdown, we were unable to update them. Then, if a customer gets on it right away and starts the software, we cannot update it while it's in use. This is why we are changing our instructions for public computers.

All public computers really need to be re-booted on a daily basis. If you have someone go around and clean the monitors, they could click Start, Shutdown, Restart to restart the computer at that time.

Gates & Multi Computers

These computers need to have the monitors turned off overnight. They are set up on the Gates model and do not have screen savers. Therefore, if the monitors are left on around the clock, the screen image is burned into the monitor. We have several that the image is already burned in. The only fix for this is to replace the monitor. Please help us to keep these computers from getting any worse by turning off the monitors every night.

Additional Note on Staff Computers

When you leave for the day, please make sure that all documents are saved and all applications are closed. We make the assumption that they are. When we are updating software, we sometimes need to force a re-boot on your computer and if you've left an unsaved document open, all changes will be lost.

Also, if you have called in for service on your computer and you then leave for lunch or for the day, again, please make sure that all applications are closed. To perform most service functions, we must logon with our user ID. If we do not have your password to logon, then we are unable to check and see if any applications are open before we use our logon.