Library Environmental Committee Minutes April 27, 2010

Attending: Michelle Allen, Hsiang-Ping Cha, Susie Garmo, Susan Kendall, Elida Marti, Kate Ojibway, Stephanie Perentesis, Heidi Schroeder, Mike Schury, Mike Unsworth

Guests: Ruth Ann Jones, Theresa Moore

Earth Day (what we learned and suggestions) - Game went well. Staff and patrons learned from it. Next time have bigger signs to advertise game/prizes, give choice to play against the clock. - Beal Tours were well attended and Peter Carrington did a wonderful job. More non-library people took the tours this year. - Book display was nice but make sure it’s clear the books are there to be picked up, browsed, checked out. - Stephanie P. suggested periodic events to reinforce what patrons/staff learned about recycling - Exhibit space is secured for next Earth Day; not too early to be thinking about possible display items/themes - Additional “Bright Ideas” signage to inform staff about recycling changes - Be more active stewards in our own areas to educate coworkers about recycling changes - Investigate adding a “Be a tourist …” tour for recycling stations in the main library - Check with LSA to see if recycling display boards can be set up at the Spring Social (Susie G. will contact Mary Black)

Public Relations (Ruth Ann and Theresa) - Ruth Ann explained what her job in PR, how she can promote LEC events, and that she would like us to send info directly to her - Logos and university policy concerning “branding standards” were discussed - Flier format needs to be consistent - One logo for LEC is suggested - Theresa will work up a few logo options for the group to consider - To use the “Be Spartan Green” logo, each specific use must be approved - Inform Ruth Ann of LEC events by the first day of the semester to allow time for proper promotion - Theresa will provide PDFs of fliers so LEC can send them to listservs, etc. - Ruth Ann will take care of forwarding LEC information to the Office of Campus Sustainability and to Lisa Denison - Ad hoc committee for the LEC series will be formed so that Ruth Ann has fewer contacts to deal with (tabled for the May meeting)

Smart Commute 2010 - Mike Unsworth is coordinating the Library involvement in the 2010 Smart Commute - Mike U. will also give a seminar on bicycle commuting before Smart Commute begins

New Employee Orientation and Recycling - Can information on recycling be on the checklist for new hires? - Mike S. asked if the LEC could send an informal welcome letter to new hires explaining what recycling is available. - Mike U. volunteered to send welcome letters to anyone hired in the next year. He will draft a letter and send to LEC for approval. - Heidi S. will review the HR checklist for new hires then talk to Diane Mayers about what new hires might find helpful

Office of Campus Sustainability brown bag - Mike U. said he will bike over to this discussion in Wonders kiva (followed by a Q&A session)

LEC wiki - Heidi, Mike S., and Kriss O. (tabled until the May meeting) Ecogram - Kate O. will send an ecogram reminder of new items now accepted in library recycling