1. Earth Day Events (April 22)
   a. Last meeting, talked about permission to use hallway outside reference instruction room – is this approved?
   b. Reference Instruction Room has been reserved by Heidi
   c. Doing the Game again – Hsiang-Ping will ask if we can do this outside Beaumont instruction room
      i. Do we need AD permission? clear with Terri Miller
         • Table from facilities (or might need two tables)
         • Display board and clean bins (Kriss will inquire)
         • Treats

2. Bike Brownbag/Open House
   a. Heidi will follow up with Jonah, Aaron and Eric about bike event
   b. Bike open house will happen on Earth Day (April 22)
   c. Brownbag for staff about library bike will be separate event
   d. Formal brownbag about library bike for library staff to get increased use:
      i. Do this before Earth Day
      ii. February or March
      iii. Send email alerting staff to procedures and that we have the bike
      iv. Announce in tandem with the brownbag
      v. Use as Ecogram topic?

3. Composting Pilot Update
   a. Kriss and Jonah will talk with Jay and Cliff to talk about composting
   b. Cayden from Recycling still happy to do a pilot project with the library

4. Dishwashing at Non-LSA Events
   a. Take charge in non-LSA Events?
      i. People planning events should contact the LEC about dishwashing – idea for future Ecogram
   b. Aaron made a LEC Wikispace that we can use for events/scheduling
      i. Will invite members to the Wikispace
   c. Next event may be faculty book reception April 27th (may not involve dishes) or LSA Spring Tea
   d. Where will we wash dishes when conference rooms are under construction? May not be able to do dishes. May do recycling at these events instead.
      i. Use disposable dishes during that time
      ii. Recommend that event planners choose paper over plastic
iii. Will keep an eye on future events

5. LEC website: update the calendar for 2015
   a. Heidi will finish
   b. Contact web services about giving new members editing privileges in Drupal

6. Smart Commute
   a. Emphasize that Smart Commute is optional
   b. Will we continue this year?
      i. In the past, some people logged own smart commutes, and Mike logged large amount of data on last day
      ii. Interface has been a problem and Mid-MEAC support has not been there
      iii. New director, so may be different this year. We will inquire
   c. Encourage people to do event on own – smart commuting matters, not logging commutes
   d. LEC will not do the same amount of coordination as in the past

7. Other Business
   a. Focus on additional ways to reduce waste and on education mission of LEC
      i. What else can be reduced in the library?
      ii. Streamlining workflows in tandem with environmentally friendly changes
      iii. Information seeking in general about how to make library more efficient/ ecological

8. Ecogram
   a. Encourage library staff to share ideas about reducing, reusing and recycling in the library
   b. Positive examples in the past – i.e. drinking fountains
   c. “New ideas for the New Year”
   d. Create a Google form for feedback

Next Meeting: 2/24/15 (Chair: Eric T. / Recorder: Aaron T.)