

## **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  
Regrets: Kriss Ostrom  
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