

## GELMAN NEWS

### STAFF MANAGEMENT GROUP ELECTS STEERING COMMITTEE FOR 2000 - 2001

by **Alicia Miller**  
*Manager – Organization Development,  
Strategic Planning and Systems Training*

The Gelman Library System Staff Management Group (SMG) has elected three new Steering Committee Officers for the 2000 – 2001 term:

- **Francine Henderson**, Head of Special Collections, was elected *Vice Chair/Chair Elect* and will coordinate, plan, and conduct SMG meetings in the absence of the current Chair (Alicia Miller). Francine will become Chair in May 2001.

- **Dawn de Villasana**, Gelman Library Information Services (GLIS) Manager, was elected *Secretary*. Dawn will distribute all SMG agendas, summarize meeting notes and publish them in *Renaissance Times*, the Gelman Library System staff newsletter.
- **Randy Jones**, Manager of the Database Management and Processing Unit in Collections Management, was elected *Member-at-Large*. Randy will serve as a liaison between SMG and the rest of the Gelman Library System staff to ensure that all perspectives of library management issues are represented.

In addition to the elected officers, the Gelman Library System Senior Personnel Specialist serves as a permanent, non-elected member of the SMG Steering Committee and liaison to the Administration Group. Until this currently vacant position is filled, Andrea Stewart, Assistant University Librarian for Administration, Development and Personnel, will serve in this capacity.

### ANDREA'S SCHEDULE IN THE HUMAN RESOURCES OFFICE

|                           |                        |
|---------------------------|------------------------|
| Monday, Sept. 11, 2000    | 2:30 p.m. – 5:00 p.m.  |
| Tuesday, Sept. 12, 2000   | 10:00 a.m. – 12 noon   |
| Wednesday, Sept. 13, 2000 | 3:00 p.m. – 5:00 p.m.  |
| Thursday, Sept. 14, 2000  | 10:00 a.m. – 1:00 p.m. |
| Friday, Sept. 15, 2000    | On Leave               |

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Congratulations, Francine, Dawn, and Randye!  
And thank you to all the other candidates who ran in this year's election. Staff Management Group members are looking forward to working with the new Steering Committee members as they develop agendas that enrich staff development and help us keep in touch with Library and campus-wide issues.

## **GELMAN HUMAN RESOURCES**

### **HUMAN RESOURCES UPDATE**

by **Emma Mosby**  
*Manager, Gelman Library Administrative Services*

#### **STUDENT EMPLOYMENT/WORK STUDY FAIR A SUCCESS**

Nia and I attended a work study fair for students that was sponsored by the Career Center on August 30 in the Marvin Center. As we met with students who were interested in working at Gelman, we sent them to the Library for on-the-spot interviews with supervisors.

If you still need student workers, please see Nia in the HR Office, we have a number of applicants for you to choose from. As a result of the Fair, listed below is a rough estimate of the number of students hired for the following departments:

Acquisitions--6  
Building Operations--5  
Circulation--10-12  
GLIS--3  
Media--5  
Periodicals--7-9 (new and returning students)  
Reference--8-10  
Special Collections--1-2  
Technical Support--5-8

## **Human Resources Advisory Committee August 25, 2000 Minutes**

by **Marifran Bustion**  
*Acquisitions*

Present: Andrea, Nia, Barbra, Alicia, Ingrid,  
Emma, Shafi, Glenn, Marifran

1. Identify Needs for an HR Information System.

To help in identifying needs and to begin process for creating a database of these, Alicia has created an html template, which can be saved to Excel and can then be used for reports, etc. As the next step, HRAC identified the following needs to be included in a system:

Vacancies  
tracking, number/month  
Recruitment activities  
Hiring actions  
Employee demographics  
Name  
Address  
Phone #, including emergency contact  
Initial date of hire  
Promotions  
Training  
Courses attended and projected  
Orientation  
Performance appraisals  
Due dates  
Ratings  
Goals  
Rate of pay  
Password confidential information

Suggestions were:

- a. Explore possible interface with HR Banner or Oracle
- b. Have Alicia demo the template to HRAC

2. Discussion of Training Films

Several were reviewed; some had good content, but poor presentations. Andrea will pursue options such as whether QMR already owns these, what collections budget is available for buying. Agreed to order *Beginning Employee Relations* (interviewing skills), *Dealing with Conflict*, and possibly *Encouraging the Heart* (performance appraisals and building a positive culture).

It was suggested the Senior Personnel Specialist provide tips in *RT* for such activities as writing an effective resume, how to be interviewed; and to have follow-up meetings with internal applicants for Gelman Library System positions.

3. Review of FY 01 HRAC Goals

From the Fiscal 2001 Goals, which are in the Annual Report, we agreed the following are the top three priorities:

- a. Prioritize list of human resources issues gathered by AUL for Administration and Development in meetings with Library managers
- b. Address most important human resources issues identified in these meetings
- c. Strengthen the GLS performance management process
- d. Advise Human Resources Team in development of an Orientation Program for GLS staff

4. Other Items

- a. Performance appraisals  
Dependent on the correct EOD, which Nia is confirming with HR  
Andrea pursuing questions with HR, such as how can appraisals be conducted if supervisor leaves Gelman and no documentation for new supervisor
- b. Mentoring  
The Professional Development Task Force will be invited to next HRAC meeting to discuss orientation for all GLS staff, considering common areas and core competencies as well as job specific approaches.
- c. Emma has a first draft of search and screen procedures and will send to HRAC to discuss at next meeting.
- d. Our next meeting is September 22 2000. Our scheduled meetings are changed to be the 4<sup>th</sup> Friday of each month.

Agenda topics for September 22 meeting

Mentoring with PDTF  
HR Information System  
Search and screen procedures

**VACANCY LISTING**

Please see **Attachment A** for Gelman's Vacancy Listings.

## CONFERENCES

### ALA Annual Conference Report

by **Teena Bedola**  
Administration

Attached as **Attachment B**. Caroline Long's report on the American Library Association's Annual Conference Report held in Chicago in July.



#### BOOK QUOTE

*“What spectacle can be more edifying or more seasonable, than that of liberty and learning, each leaning on the other for their mutual and surest support.”*

-- James Madison (1751 – 1836) --  
*On the Library of Congress*

## THIS WEEK IN LITERARY HISTORY

|                    |  |
|--------------------|--|
| September 11, 1862 | <b>O. Henry</b> born in Greensboro, N.C.                                     |
| September 11, 1885 | <b>D.H. Lawrence</b> born in Nottingham                                      |
| September 12, 1880 | <b>H.L. Mencken</b> born in Baltimore  |
| September 12, 1892 | <b>Alfred A. Knopf</b> born in New York City                                 |
| September 13, 1592 | <b>Michael de Montaigne</b> dies at his family chateau                       |
| September 13, 1876 | <b>Sherwood Anderson</b> born in Camden, Ohio                                |
| September 14, 1321 | <b>Dante</b> dies of malaria at age 56                                       |
| September 14, 1851 | <b>James Fenimore Cooper</b> dies at Cooperstown, NY                         |
| September 14, 1982 | <b>John Gardner</b> dies in motorcycle accident in Susquehanna, Pennsylvania |
| September 15, 1891 | <b>Agatha Christie</b> born in Torquay, Devon                                |
| September 15, 1938 | <b>Thomas Wolfe</b> dies of tuberculosis in Baltimore                        |
| September 16, 1672 | <b>Anne Bradstreet</b> dies in Andover, Massachusetts                        |

**GELMAN CALENDAR OF EVENTS**

**EVENT**

**EVENT**

*Home Base: The  
Neighborhoods of  
Washington D.C.*

*Faculty Author's Signing*

**Exhibit Showing**

**DATE**

June 23, 2000  
through  
Sept. 14, 2000

**DATE**

September 14, 2000

**PLACE**

Room  
207

**PLACE**

Room 208

**TIME**

Monday through  
Friday  
9:00 a.m. – 5:00 p.m.

**TIME**

Thursday  
10:00 a.m. – 12 noon

**RENAISSANCE TIMES**

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