Facilitation Team Meeting, September 23, 2014

**Topic: Review StrengthsFinder Team grid**
Discussion of the Facilitation Team’s strengths. The team is very strong in Executing, Relationship Building, and Strategic Thinking. Influencing is an important part of our work, so we may need to tap into someone within the library who is strong in that area. Carly will provide a list of staff from the library who have strengths in influencing and share them with the group.

**Topic: Review Guidelines outlined in first meeting, anything to add or change?**
No changes.

**Topic: Review Communication Plan, anything to add or change?**
No changes.

**Topic: Rewards and Recognition Research**
- Discussion of University-wide R&R programs – how to spread awareness within the library?
- Discussion of R&R programs in other schools and offices on campus – what are the policies for such programs?
- Discussion of library-specific R&R programs
  - General principles: must be tied to actual results, timely, non-competitive, personal and direct, adaptable, meaningful to staff, and celebrated publicly; start small and don’t reinvent the wheel.
  - How to find out what is meaningful to our staff: survey or forum?
- Idea share:
  - Thank you cards (electronic or paper) posted in staff lounge or Personnel bulletin board
  - Rewards and Recognition Blog
  - Cabinet of chotchkis in Personnel to give as tokens of appreciation
  - Owlet program at Rice University
  - Pair with NULSA and SDC to nominate staff and give awards at a social event
  - Yearly Staff Appreciation event
Talk to department heads re: getting feedback from staff in their departments and starting R&R programs on a smaller scale.

**Homework:**
- Set up meeting with Roxanne re: university policies and budgeting for R&R (Carly)
- Set up meeting on October 9th with NULSA and the Staff Development Committee (Lauren)
- Be ready to present three ideas at October 9th meeting (Carly, Lauren, Liz):  
  - Thank you cards
  - Social event with awards
  - R&R within departments