LIBRARY ENVIRONMENTAL ACTION PROJECT (LEAP)
MEETING MINUTES 15/8/02

Present

Rebecca Lupton
Patrisha Darwish
Fiona Boyd
Ralph Kiel
Tania Struzina

Apologies

Sirkka Mitchell
Sarah Marshall

Discussion & Proposals

• Ralph says the LEAP Eco-Criteria have gone into tender and will guide procurement wherever possible. The tender document is almost complete – tender will open shortly and all old equipment needs to be out by 6 December 2002.
• Ralph noted that management have tried hard to reduce the number of public copiers as the indicators they are getting is that people are printing and copying less – they would like to encourage this.
• Voluntary print monitoring scheme (for positive reinforcement) is anticipated to cause widespread resistance. Once the LEAP group has created a project proposal this should raised for discussion by Team Leaders at Team Meetings.
• Library display Cabinet for Swanston has been confirmed for the whole of December – other LEAP members to take responsibility for display liaison as noted in Action table.
• Patricia has found that Opeline is out of date on the Web so it is difficult to encourage people to rely on the electronic version.
• Proposal for a LEAP lunch in late October – to continue activities of LEAP group – could have demonstration paper making / discussion of achievements to date / launch webpage?
• Future proposals for involvement in next years Clean Up Australia Day or National Tree Planting Day.
• Encourage all library staff to come to staff Environmental Advocates Meeting on 4 September in: Multi Function Room, Building 28, Level 3 (via Building 8, Level 4)

Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Person</th>
<th>Action deadline/ Progress Report</th>
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</thead>
<tbody>
<tr>
<td>1. Confirm library display case for Sept for Tivoli</td>
<td>Sarah</td>
<td>ASAP</td>
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<tr>
<td>2. Liaise re Library case for Brunswick Sept display</td>
<td>Rebecca to liaise with Helen</td>
<td>ASAP</td>
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<tr>
<td>3. Confirm library case for Sept for Bundoora</td>
<td>Tania to liaise with Sirkka</td>
<td>ASAP</td>
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4. Patricia to get contact for Openline off Annette and ask them to update web. | Patricia | ASAP

5. Fiona to e.mail all library staff and ask them if they would like hard or electronic copies of Openline | Fiona | ASAP

6. Rebecca to e.mail request to Ralph for generic LEAP e.mail address to send LEAP material out from. | Rebecca | ASAP

7. Fiona to have a ‘chat’ to Gus to encourage some action on the generic LEAP e.mail address | Fiona | ASAP

8. Draft Library News article about current LEAP achievement | Tania | Mid-Late September

**Next Meeting**

Next meeting: Thurs 29 August : Library Conference Room 12.30 - 2.00pm.