

Telford  
wanting  
Sat 17 Ma  
Sun 18 Ma  
OK } off  
if MH can see  
2/5/08 All OK!!  
Telford

Can I please get  
Monday 12th May  
off for Eric's  
Graduation **Yes!**  
Thanks. Tom

How to mind map -  
Top Treks of World -

2/5 Budget Van der Zipp may  
call in to sign copies  
of MISCONDUCT. **12** would  
do it fine

★ MON MORN - cake for combined  
birthdays Telford + Tom  
9am - ~~all~~ all welcome ★

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PLEASE call  
ASAP when you spot a  
RODENT!

Please put prices on **OUTSIDE** of shrinkwrapped  
books.  
Thanks.

Please try all of us to not let the pile of books to be  
shrinkwrapped build up.

7/5/8. Please leave backroom light off when  
not in use!

if you are closing, please turn off the pelmet  
lights. leave on window lights. (TRIAL)



## Re newsletter prices:

- \* Roosters leave at \$30
- \* Secrets Grimlet leave at \$27  
cos of bit in newsletter at end saying  
"Prices subject to change without notice"
- \* Last lecture changes to  
\$30 as on screen  
and reorders via Unity  
Auckland
- \* Warsaw wrong in newsletter at  
\$35 should be \$30, and is.

9/5/08 Please make sure everyone knows how to process  
cash out on EFTPOS, including when no purchase  
is made.  
Include EFTPOS machine and sales screen.

13/5/08 Shrinkwrapping  
We will try - keep it down (green issue)

with bulk only shrinkwrap a few that will be out  
in the shop.

Think about how much shrinkwrapping needs to be  
done.

Books to be shrinkwrapped PLACE ON FLOOR  
to left of library processing table.

v. important as some shop books were library processed  
by mistake in the confusion of books. Ahhh.

17/5/8 Sp. order slips - finalize and throw away.

16/5/8. I have noticed some New Scientist  
missing. I think someone is taking them.  
Please keep an eye on the mag rack. Kf

16/5/08

on Friday 15th on Nat Rad - great review of  
new H/B book on De Beauvoire - Sotie.  
if this comes to light can you let MORT. TA.

28/5/08

A man called "BOG" is coming to take a  
couple of books called "Scrumptious" away  
with him.

The books are on the back bench closest to the green  
rubbish bin - he needs to issue a credit when  
he's back home. I'll leave a note with the books.  
thanks! mort.

Shrinkwrap Books to GO ON FLOOR Please.  
v. important

Sale books - return to sale and take off hold,  
1/2 price and sticker.

Keep doors closed (side door) + on auto (front)  
When cold please (save power) PTO



30/5/08. If you are doing a "cash out" transaction with no sales, please make sure you put it thru e-bility correctly (ask someone if not sure). + then put a NOTE IN THE TILL  
Thanks m.

30/5/8 This Sunday (1/6/8) can someone please make a sign for the door explaining that we have closed on Queen's B'day.

~~3/6/8 THE FINAL WORD ON NBWS PAPERS~~  
VIA AC:

Do NOT RIP THE COPY WE TAKE OUT BACK  
DO NOT DO IT  
DO NOT DO IT ON A PLANE  
DO NOT DO IT ON A TRAIN (MH)  
DO NOT

WE THANK YOU IN ADVANCE FOR YOUR INACTION.

5/6/08 - Rachel Higo! do you remember how to do reports? If so we are in dire need to have some done if there's time. Talk to Dylan eh - cheers Mart.

## Staff Meeting 05.06.08

Attendance: MC, CM, MH, K, KD, M, DS, WD, TB, RM

Apologies: TL, TS, TM, AC

Chair: Margaret House Secretary: Madame Tobias

### Items:

- ① Large Gig (9.6.8) bpm Nelson Library, then morning gig (10.6.8)  
Parkinsons Gig (11.6.8) Who Can Help?  
MC, CM, TB volunteering for Parkinsons Large AM  
MH volunteering for Parkinsons (Colin suffers from vertigo)

Upcoming Gigs: Emily Perkins, Will's fantastic Book.  
Suggested Will's lunch<sup>(12)</sup> Sat 28<sup>th</sup> June.

- ② Special Orders:  
Initially orders has improved.  
Call suppliers, please note timeframe explained to customer on the order.  
Check you have the right supplier  
Reports might have caught this.  
You can check availability on Harper Collins + Penguin  
On the weekend emails are better for P&A, put the customer details on it for Katherine.

- ③ Moleskins:  
Yay - lots get some.

- ④ Keying:  
List the bulk orders so we have a record of large amount of purchasing.  
There have been mistakes with Travel books, people have to check the edition, ISBN, categories - check them be specific!!!