

Library Leadership Team Meeting

17 November 2009, 3:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, David Brodosi, Virginia Champion, Deborah Henry, Tina Neville, Jerry Notaro, Patricia Pettijohn, Berrie Watson, Jim Schnur

Regrets: Allison Etzel, Kaya Van Beynen

Guests: None

Meeting: Called to order at 3:08 p.m. by Carol

Library Dean Report: Building Closure: Carol announced that we are permitted to close during the week for the holiday break (December 28-30). Those interested in working that week may do so as scheduled, but we will not announce any services and expect any accommodations for access by non-library employees.

Library Dean Report: Budget Allocations: Discussions continue on budgetary matters.

Library Dean Report: Student Government Updates: Carol will meet with SG's Director of Communication on Friday to develop joint publicity to recognize the expanded library hours at the end of the semester.

Library Dean Report: Technology Committee: Carol met with Eric Odgaard (chair), Brie Reck, and Jeff Reisberg. They discussed the committee's charge within the framework of the Faculty Senate and faculty governance. Jeff and Carol serve in an ex-officio capacity. Meeting dates will be posted and meetings are open for public attendance.

Distance Learning and Funding: David and Carol described a conversation that they had started with the college deans about DL funding and programs on our campus. Earlier research done by David had been reviewed by Dean Arsenault last year and passed along to Norine Noonan. Carol and David revisited this research and Carol forwarded it again, with a request for us to have access to have the DL fees for those courses that we have a hand in producing.. The meeting with the Deans was introductory and informative in nature. David mentioned that the purpose was to describe present DL initiatives handled by the library and how those activities require funding and staffing to maintain them. The goal is for the library to secure a portion of the DL fees generated by such courses as a way to build and sustain the resources necessary to offer them on campus. David remarked that the discussion was "very rewarding" to all parties and that the colleges support the services we offer. This meeting established constructive dialogue on how we can collaborate to make the best use of limited resources. This is a great starting point.

Possible Programs and Collaborations: Carol reported on a productive meeting she had with folks at the Morean Arts Center after connections were made through Helen Levine's office. Although the original conversations dealt with possible use of space for Morean activities, they moved into other areas that may offer the library opportunities to build upon its programming activities and foster intergenerational conversations. For example, the Morean representatives expressed some interest in having Prof. Sheramy Bundrick offer programs geared towards younger audiences, including children. Perhaps, such events may serve as part of a program that will tie in with the SAPL annual meeting or other library-sponsored events.

New Business: Proposed Reference Desk Hours Reduction during Staff Shortages: There are occasionally times when illnesses and vacations make it difficult to cover all regularly scheduled reference hours due to the loss of line positions or the reassignment of librarian positions and duties. Tina provided statistics that indicate the mean number of reference questions and skill-based reference inquiries by hour and day of the week. A general discussion followed about short-term solutions, including the placement of a sign at the desk during emergencies, possible use of pages/cell phones, and empowering staff/student assistants to assist with questions within their comfort level. Long-term solutions were also considered, such

as the creation of an information kiosk and reconfiguration of public service desks into a single area. Some conversation also evaluated the possibility of using funds to acquire a self-checkout station. For the immediate short term, Carol consented to allowing the closure of the desk during short periods when a reference librarian may not be available due to staffing or other commitments. A sign placed at the desk should clearly explain other options (reference chat, email for assistance) that may be available during the duration of the absence.

¶ ACTION ITEM: Carol will gather information on a stand-alone information kiosk.

¶ ACTION ITEM: Tina will draft a sign for placement at the desk in such circumstances.

¶ ACTION ITEM: Virginia and Carol will investigate self-checkout systems that may also provide a long-term solution to concerns of how staff reductions may affect service.

New Business: Changing Limits on Circulating Items by Borrower Categories: Virginia investigated present USF and SUL policies for the number of items allowed to be borrowed by undergraduates, graduates, and faculty. Tampa has increased their numbers, but other USF campuses remain at levels that have been in place since LUIS was implemented (20 for undergraduates, 35 for graduates, and 100 for faculty). After some conversation, those in attendance concurred on raising the limit.

¶ ACTION ITEM: Virginia will coordinate with FCLA to raise item thresholds to 100 items for undergraduates and graduates and 200 for faculty. Everyone who encounters adjuncts wanting to borrow materials between sessions (during times when they do not have active contracts to teach) may use their best judgment, but should examine the note field to see if there is another reason that they may have been blocked before overriding the block.

Old Business: Circulation of Media for St. Petersburg College and Eckerd College Faculty: Conversation briefly continued on this matter brought up by Jerry in the October meeting. Those in attendance concurred that currently active faculty at these institutions may also borrow media items as part of their circulating privileges within the borrowing limits that exist.

ADA Updates: Berrie explained some enhancements to the ADA computers and all in attendance were reminded of the extra student assistant that Barry McDowell has available through Student Services.

Meeting adjourned at 4:40p.m.

Respectfully Submitted,

Jim Schnur
Library Leadership Scribe