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Library Staff Meetings

Nelson Poynter Memorial Library

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8-12-2003

## Library Staff Meeting : 2003 : 08 : 12

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**STAFF MEETING**  
**Tuesday, August 12, 2003**  
**Library Conference Room**

**Announcements from Kathy:** Kathy welcomed back Signe and introduced Solitaire Kelley, Tech Services' new Sr. Clerk. Kathy also regretfully announced that, because of the recent outsourcing of Office Stores, Solitaire may be replaced by a bookstore staff person in September. Jackie announced that Rebecca Jones, the new Sr. LTA, begins on Friday. Tina said the OPS librarian will start on the first day of school. Kaya Townsend was selected from a very fine pool of applicants. We will be housing a Fulbright Scholar, Jamel Jemni, from Tunisia, in the Schaleman room this fall. Dan is still on leave until November.

Kathy distributed copies of the Library's "Mission, Values, Vision, and Goals" and asked for suggestions for a "coffee-cup slogan" best describing Poynter Library.

A ribbon cutting ceremony for the new welcome center will take place on Friday, 8/15, at 10:00. Next Friday there is a faculty meeting, but Kathy will not be able to attend. The campus showcase is on September 3, and the new OPS librarian will be asked to help organize it. Librarians will be joining Stetson librarians for a networking lunch on Wednesday, August 13. SACS leadership team will be meeting on Friday. There will be 6 different library assessments required once again.

Kathy asked people what they are accomplishing this week with the library closed. Shifting, cloning computers, web page maintenance, inventory and cleaning were mentioned. Berrie will be taking pictures for the SACS compliance report. The pictures will be on the SACS website, but no names will be attached. There are 7 different sections in the compliance report. The pictures will represent the different sections.

**Other announcements: David** passed out a sample of the new ID card. The SAFE team will start on the first day of classes. They will be located in the Terrace along with a new student lounge. The Student Information Network will be up soon. Each student lounge area and classrooms will have access to the network. The network will have information about upcoming events and other important information. David updated the AV website and mentioned that there is a website contest going on. The first place prize will be \$1,000 for the department that has the best website.

**Tina** will be conducting the SFX workshop this afternoon. Four computers have been added on the first floor for public use. Tina also announced that the Statewide Reference Chat Room is up and running. Kathy thanks Tina for her work on this project, a collaboration of TBLC and the community college system.

**Karilyn** is excited about the Spanish and French books that have been acquired. The books will support many classes. Next Wednesday there will be a gathering to celebrate the Gerry Dreller Collection. There will be a campus wide mailing to all teaching faculty to make suggestions for book purchases that will enhance their teaching or research. After a discussion concerning cell phones in the Library, it was decided to use individual judgment regarding their use, as well as other possible disruptive behavior such as loud talking.

**Jackie** announced there is a laptop available for checkout at Circulation. Check-in procedures are somewhat time-consuming, so please alert students to return the computer ½ hour before closing time. EReserves are going through a complete change this year. Signe is working with Circ. Staff to help them learn to implement the required NOTIS records.

**Berrie** warned against opening any attachments ending in .exe or .vbs. He has overseen the changing of all Library staff passwords, a move intended to eliminate vulnerability to new virus threats. As a result, we now have zero vulnerability, he says.

Berrie also announced that in the near future all analog phone numbers will change. These numbers include the ILL fax machine and all portable phones. Tampa has agreed to convert calls between campuses from long distance status back to the original 5 digits, and is currently working on the change-back.

With the donation of several free switches from the Computer Lab, the Library has much more gigabit power.

**Mika** is very busy working with websites, constantly revising them to reflect recent changes. Anyone interested in doing an individual (content only) page should contact Phyllis Ruscella. The Distance Learning page is on hold because of policy uncertainties. It was noted that USF Libraries development web page does not mention any of the other USF libraries. Kathy understands that revisions are forthcoming.

**Jim** is updating Special Collections information, working on several different projects.