

Library Leadership Team Meeting

9 February 2010, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, David Brodosi, Deborah Henry, Tina Neville, Jerry Notaro, Kaya Van Beynen, Berrie Watson, Jim Schnur

Regrets: Allison Etzel, Patricia Pettijohn, Virginia Champion

Guests: None

Meeting: Called to order at 2:06 p.m. by Carol

Update on Cost Allocation Process: Carol mentioned a meeting that took place on 3:00 p.m. last Friday (February 5) after USFSP administrators received a spreadsheet with budgetary allocations in the chart-field. The numbers for the library were okay. The Chancellor has a forthcoming meeting with President Genshaft.

LED Monitors in Upstairs Study Rooms: Virginia mentioned a proposal to expand the number of group study rooms with LED flatscreen monitors. One concern expressed was whether or not there was enough wireless coverage along the western area of the building. It was agreed that the library should probably expand the number of routers from four to at least six. Perhaps the technology fee could be used to cover some of the costs. Some students have also mentioned that the screen resolutions of the laptops do not always correspond with that of the LED flatscreens. Another thing to consider is the possibility of slightly lifting the monitor in the Poynter Presentation Center.

¶ ACTION ITEM: *Berrie will investigate with Joe Rogers to determine if some router access may be available.*

Reporting Injuries in the Library: The library is often overlooked when notices are distributed to the campus community about workplace safety training. David mentioned that we need to complete paperwork for any incident as soon as possible, and always within twenty-four hours. If an employee is referred to a clinic after an injury, that person does have the option of going to their own physician instead.

¶ ACTION ITEM: *Berrie will assure that information about how to report a work-related injury or illness and the supervisor's accident investigation report form will be placed on the Poynter intranet.*

Food in the Library: We are beginning to notice more students bringing food into the library, and we do not want it to get to the point that the circulation desk becomes a drop-off spot for pizza deliveries. Generally, most are in consensus that covered drinks and snacks were fine, but that full meals should not be eaten in the public areas of the library. We can be especially restrictive around any technology, such as the horseshoe computers. We should reserve the right to enforce restrictions on food that become necessary. There is also a need for better trash receptacles in and near to the group study rooms.

¶ ACTION ITEM: *After discussion, Kaya agreed to draft a policy for review.*

Connection with the Florida Holocaust Museum: Libraries of the USF system are exploring possible connections with the Florida Holocaust Museum. Any individual or system-wide agreements that call for the use of our staff, resources, or facilities at the Poynter Library will be reviewed by Dean Hixson.

Exhibit Policy: Brief discussion took place regarding the need to draft a new exhibit policy or revise our present practices. Currently, library-sponsored and created exhibits are done by many people, sometimes as a group endeavor and sometimes by a specific person or area. The growing interest in the library's space by other campus entities and outside organizations requires that we develop a master calendar and track requests.

AARP Funded Personnel: Carol mentioned a program sponsored by AARP that provides funds to hire individuals in opportunities that will provide practical experience and/or training. This is not intended to cover the funding of people who would shelve books and do similar basic library functions. Possibilities discussed included a second cleaning person (to assist with long-term cleaning projects), perhaps a greeter/expediter near the reference area, or a copier technician who could assist with basic computer maintenance as well.

Meeting adjourned at 3:45p.m.

Respectfully Submitted,
Jim Schnur
Library Leadership Scribe