

**LIBRARIANS MEETING**  
**Tuesday, August 15, 2006 @ 10:00 a.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Jim Schnur, Jerry Notaro, Kaya Townsend, Tina Neville, Deb Henry, Virginia Champion, Jean Ferguson for minutes, and guest Erin Dunn

**Guest Speaker:**

Guest speaker Erin Dunn introduced herself as the recently promoted Director of Financial Aid and a former USF student who has been visiting all the campus departments to learn their concerns and give them the latest scholarship information. She distributed three handouts on foundation scholarships, stating that she wanted to include a library member on the Scholarship Committee who would serve a two-year term. Deb replied that she is the library's new representative after many years of service by Jerry. Erin explained that the scholarship information is now in an online format, that two of the largest funds now support full-tuition scholarships, that she has expanded the size of the Scholarship Committee, and that she has raised the GPA requirement. She also gave the date of the next scholarship luncheon as November 17. As for the library's concerns, Jerry brought up the problem of students being sent over to use the library's computers but having financial aid questions that the librarians weren't equipped to answer. Erin said she would look into supplying business cards to the students with a name and number of someone in Financial Aid whom they could call for assistance. She will invite the librarians to attend an Admissions/Financial Aid staff meeting.

**Announcements:**

Kathy announced that the new faculty meeting would be on Thursday, August 17, at 9:00, and that she would hand out folders with information from Tina, Patricia, Jerry, and possibly Virginia if she had something to include. She said the annual reports were due this afternoon. She reminded everyone of her request for OPS job descriptions to be submitted to the Career Services database. She stated that the compulsory faculty meeting would be held on August 23 in the morning with Tina giving workshops in the afternoon. Kathy mentioned convocation on September 12 and the library's bookmobile event for the parking garage opening today. She thanked Kaya for her efforts and also asked that the students be stopped from sidewalk chalking in front of the library, suggesting posters instead. Kaya commented that she would try to get the students to write up their positive experiences with the library.

**Discussion:**

Deb asked the status of the library hours and was told they would stay the same until the library hiring was done.

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Virginia spoke of her searches, with the ILL interviews being held yesterday and having several people interested in the second position as well.

Tina stated that she had enough dollars for an OPS librarian for 12 hours a week, and when she asked the others' preference as to what day of the week to go for first, the consensus was Sunday.

Deb introduced the topic of general guidelines for committee members and attendees concerning stats and promotion packages, which led to a long discussion by all.

Kathy asked the librarians to focus on outreach and talking up the library, library instruction (Tina and Jerry), the library physical facility (she greatly appreciated Michael's work), the library web site, and customer service. Virginia suggested holding mandatory customer service workshops, and Kathy said TBLC could bring someone in for that for the library. Kathy continued by mentioning a shake-up in HR (they're overwhelmed), the fact that assessment is still a concern, and the need for improvement in communication (supervisors need to filter things down to their staff).

Jerry brought up David's promotion, Michael's taking over of the Media Services web site, and some of the library programs such as audio books that can't go on IPODs and thus won't be used by the students.

Tina commented on her high hopes for Kaya's organizing of library outreach projects.

Virginia spoke about her three new OPS students, the attempt to get someone for the night shift, and her hope that Shawn would return. She indicated that the stats show Circ and Reserve as up while ILL is down, and she commented on the shifting of some of the stacks.

Kaya wrapped up the meeting by reporting on the ordering of frisbees, and maybe pencils, for Campus Showcase.