
Library Staff Meetings

Nelson Poynter Memorial Library

11-22-1994

Library Staff Meeting : 1994 : 11 : 22

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**Staff Meeting
November 22, 1994**

**The next meeting will be December 20, 1994 at 2:00 pm.
The chair will be David Brodosi.**

ADM: Barbara reminded the staff about the upcoming MADD crime watch meeting on December 7, 1994 at 10:00 a.m. She also talked about the crime watch meeting on gang activity in the local area. The meeting was chaired by Det. Peaton of the St. Petersburg Gang Intelligence Unit. A transcript of the meeting is available.

Barbara also mentioned performance appraisals. It was agreed that someone should come and talk to the staff concerning annual reviews.

AU: Dave updated the staff on new ID developments. The distribution of new IDs may begin in early December. They will be made upon request. All AU staff will be trained to make IDs. If a ID strip goes bad the card can be encoded without printing a new one. If the vending strip goes bad AU can't refund the money on the card. It was suggested that signs be posted to warn students about limiting the amount of money on cards. Validation stickers won't be used for next semester. It was suggested that the library look into getting a CICS password for checking student validation.

Dave also talked about the new studio in Coquina Hall 201A. The studio is a joint project between Marine Sci and the Engineering Dept. AU will be in charge of the day-to-day functions. The staff will be provided by the two departments. There will be one course offered during the Spring 1995 semester. It was stated that Jerry will be back from his sabbatical on December 22, 1994.

CIRCULATION: Susan suggested some helpful hints for staff converting the Danka machines from fiche to film or vice versa.

- 1. The pin in back of the lens must line up with the hole in the lens. If they aren't lined up the green light won't appear.**

2. To convert a fiche reader into a film reader a writing pen or similar object must be inserted into the protective closure on the side of the machine, so the plug can be inserted.
3. If problems appear Danka's number is located on Susan's desk. A technician should be on call seven days a week.

A discussion about Student Government's typewriters was opened. It was suggested that the typewriters be removed and the room converted into a viewing room. Susan informed the staff about the three new student workers: Catharine is being trained at circulation and shelving. Brendan is thinking about working circulation on Saturdays and Monica is being trained on shelving and circulation. Susan suggested getting an answering machine for stating the hours and other options. Dave spoke with Julius about the set up. He estimated the cost will be \$35.00 a month and \$50.00 for the initial set up.

RESERVE: J.J. stated reserve material for Sincich and Hanni will leaving the shelves. Sincich's classes will be live starting in the Spring and Hanni is retiring. She also reminded people about materials coming off reserves. Professors can pick up their personal items anytime, but the barcodes and folder, if attached, should be placed on J.J. 's desk.

ACQ: Kathy talked to Jennifer Clarke (Financial Aid) about the booksale. She promised it will be done sometime during the next semester. She also stated that Charlotte Long, the nursing coordinator, has been in touch with Acquisition.

TECH SERVICES: Virginia was elected to the USPS Senate. Interviews for the Senior LTA position is over. The paperwork is in process.

ILL: Tina stated that ILL will be slowing down between December 15 - January 2. The department will be closed Christmas week. The Senior LTA position will be advertised in Sunday, November 27 paper. The deadline is December 12.

Tina also mentioned First Search's ILL capabilities. This option isn't functioning yet. A patron can request materials. There may be a twenty-four hour delay before OCLC forwardd the requested materials to the Tampa campus. The patron's home campus is located and the materials are forwarded to that campus. Tampa is also thinking about placing a ILL form on the gopher. To quit First Search a user should type "bye" or if this doesn't work shut off the terminal for about one minute.

OTHER: Lanny stated that the back parking lot is being torn up. The crew is searching for muck pockets. The estimated beginning date for building construction is mid-December. The finishing date is now estimated at February or March of 1996.

Lanny announced that the Budget Considerations' deadline is Tuesday, November 29, 1994. He suggested that last year's document be rearranged with top consideration for additional funding for OPS staff. A discussion about security was opened. It was suggested that office space be provided for officers to do paperwork in the new building. Lanny stated that he would talk with Bob Siwik about alternative ideas for the library's security concerns.

The meeting was adjourned at 3:30 pm for a farewell gathering for Deanna.