

**LIBRARIANS MEETING**  
**Tuesday, December 9, 2008 @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Tina Neville, Deb Henry, David Cipris, Virginia Champion, Patricia Pettijohn, Kaya Van Beynen, and Jean Ferguson for minutes

**Dates:**

Kathy reminded everyone that the library holiday luncheon is 12/10 (tomorrow), while the campus party is 12/12. Graduation is at a new time, 6:00 p.m., on 12/14. New carpeting will be installed in the library the week of 12/15. The Dali exhibit will be set up on 2/20/09 and remain through 5/17/09. It will display Catalonian artists' books and will be installed by a Spanish architect. The SAPL event will take place on 3/20/09 with Ray Arsenault as the speaker. The grand opening of the new Dali museum will occur on 1/20/10.

**Discussion:**

Kathy stated that the library assessments must be up to date by 4/14, with the assessment visit happening 5/5-5/6. The library's categories include collections, technology, and services. Two assessments should be done for each of the three categories. SACS does encourage comparisons between institutions.

Dr. Noonan asked Kathy to make clear that **salaried professionals (A&P, faculty) should not submit leave, sick or annual, of less than four hours**. These employees are exempt and are expected to work until they finish without quibbling over hours. They should, however, continue to notify Jean about their absences for the library calendar. These rules do not apply to staff employees.

Kathy passed around blueprints and fabric swatches for the library's new multi-purpose space. The librarians debated over whether the area should be first come, first served and concluded that they would decide over the next six weeks. They agreed that they didn't need to remove the ranges of periodicals immediately. Virginia did say that at least two of the student assistants would be staying over the Christmas break and might be able to assist in moving the shelves, but Patricia told her she preferred to wait until spring. Kathy mentioned that two aspects of the new space hadn't yet been addressed, a podium and lighting. She also asked whether some of the upholstered chairs should have coasters, with Patricia pointing out that they already slide easily.

Tina brought up the issue of study rooms, which she said were becoming a major problem on the first floor because they couldn't be scheduled. She asked if all could be keyed except one, and Kathy said they could but not all at once. The librarians agreed that rooms 132-135

**LIBRARIANS MEETING**  
**Tuesday, December 9, 2008 @ 2:00 p.m.**  
**Library Conference Room**  
**(Page 2)**

would be keyed, room 136 would be held for Public Services, and room 137 would be reserved for ADA. They also agreed to a new policy worked out by Jim Schnur and the Circulation employees that there would be no renewal of keys during the last two weeks of the semester. Deb asked what the remaining library hours would be this week and next; the answer was this Thursday till 10:00, this Friday till 5:00, and next week from 8:00 to 5:00.

Kathy indicated that Berrie has a major change coming for technology, thin-client computing for the public spaces. It will be easier and less expensive to replace.

Kathy handed out basic guidelines of the campus strategic plan which the library could use to determine its own strategic plan. After considering weekly meetings or one big meeting, the librarians decided on an all staff meeting with brainstorming on Tuesday, January 13, the usual date for the librarians' meeting.

Patricia asked that if anyone had issues to be brought up at the next Faculty Senate meeting, they should let her know before Friday. She also mentioned the recent FSU security incident and asked if our campus had any lockdown plans. After much discussion, Virginia said it would take a crisis, and Kathy added "or student pressure," in order for enhanced security patrols to be implemented.

Deb noted that she and Tina had submitted the revisions for their article.

Virginia announced that the backup copier had been moved from Reference into Circulation's copy room. Tina stated that those copiers should be used before using Penguin or Peacock except in the case of color copies. She also pointed out that the scanning station had been removed, and Kathy said that Administration now has a scanner. Virginia mentioned that she was still trying to get the overdue fine money to go to our detail account rather than Tampa's. She did say that the lost book money does come to us.