

**LIBRARIANS MEETING**  
**Tuesday, November 29, 2005 @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Jim Schnur, Deb Henry, Jerry Notaro, Tina Neville, Karilyn Jaap, Patricia Pettijohn, Berrie Watson (briefly!), Barbara Reynolds, Jean Ferguson

**Discussion:**

Kathy began the meeting by suggesting December 15, Nelson Poynter's birthday, as the date for a staff Christmas luncheon, but several others pointed that out as the date of the USF Libraries Annual Meeting. After much discussion, all agreed upon December 14 for the lunch, with catering by the Tavern.

Kathy then brought up the topic of showing ID's to use the library computers, saying that many older people don't have ID's. Deb commented on the library's having a specific policy to show ID's. Karilyn, however, declared that "if it's not broke, don't fix it." She stated that only the research computer requires an ID showing some sort of affiliation. Deb explained that the signage on the public computers is not detailed, but that she and Karilyn tell the patrons that no emails or games or chat or internet surfing are allowed, at which point many of them leave. Patricia questioned why the staff didn't have net ID's, locking them out of the horseshoe computers so that they had to use the public computers, and the others answered that it had been an arbitrary (and mistaken) decision.

Tina asked if holiday scheduling could be set up without reference the week of Christmas or the week after, with reference on call only, and Kathy agreed. Barbara verified that there would be money for Tony to come in then if he wanted to. Kathy stated that she hadn't heard a word about extended hours. Tina asked the others if they'd be ok with a change in Tony's hours for spring, and they said yes. Kathy then suggested a standing time for monthly librarians' meetings in the spring, and all agreed on the second Tuesday of the month at 2:00. The first meeting will be on January 10.

Kathy stated that the recent SACS meeting had covered fairly procedural issues, and that things were looking good. She mentioned the handbook that Mika had prepared for new student workers and said she wants one for the entire library. Tina also created a handbook for new librarians, and Kathy said she had added to it and would circulate it for additional comments. Anita and Kathy have been previewing TBLC videos on customer service, and Kathy suggested that she might have the entire staff watch one during the week before spring classes.

Jerry was pleased to hear nothing negative about the library during interviews for the Dean of Arts and Sciences. As for the Head of Access Services search, he's received many applications from people in foreign countries and students, who are encouraged by their schools to apply even if they're not qualified. Kathy commented that with Anita having a big

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job to handle in her new position, she hoped the others would mentor her. She also said that she would wait on filling the new LTA position until a new Access Services librarian is hired.

Patricia mentioned that she was working with Barbara to revise the PVA for the Senior Clerk position, and that she was hoping to hire someone from the open pool. She said that Cynthia would be on the search committee, and she agreed with Karilyn's keeping Cynthia until January 1.

Tina confirmed that the FCLA Problem Reporting System memo from Susan Heron had been received by Patricia, David Cipris, and Anita. She said that the student orientation has been changed again, with the campus tour being optional. Tina is creating a five-minute PowerPoint presentation to be shown during orientation on December 9 from 1:10 to 1:15 p.m. She wanted to know how to bill for the use of Room 218 and was told to check with Berrie. She also said she would be giving a trial research test to a freshman composition class, hopefully in the spring.

Deb stated that Berrie has another wireless access point to add to the second floor. She talked briefly about the latest Faculty Council meeting. She then asked the librarians to be sure they have the practices and procedures for their departments in writing, and after they're reviewed, Berrie will post them.

Karilyn had asked David Cipris to pull another report for her with 1,442 titles, and she was pleased to announce that Tampa has already tagged 711 of them. She requested yellow slips from the librarians, and she said she had sent in her last Amazon order before Patricia takes over for her.

Jim stated that he would be submitting a draft of the Special Collections' Collection Development policy.

Berrie slipped in at the last moment, saying he'd been caught up in working on the new relay and fighting the latest computer virus.

Jerry concluded by reporting on Jim Clapper's tenacity in getting his job upgraded to what he'd originally been offered, and he announced that Kyle Corman would be leaving but that Jerry had hopefully already found a replacement.