

---

Library Staff Meetings

Nelson Poynter Memorial Library

---

9-1-1992

## Library Staff Meeting : 1992 : 09 : 01

Nelson Poynter Memorial Library

Follow this and additional works at: [https://digitalcommons.usf.edu/npml\\_meetings](https://digitalcommons.usf.edu/npml_meetings)

---

### Scholar Commons Citation

Nelson Poynter Memorial Library, "Library Staff Meeting : 1992 : 09 : 01" (1992). *Library Staff Meetings*. 49.

[https://digitalcommons.usf.edu/npml\\_meetings/49](https://digitalcommons.usf.edu/npml_meetings/49)

This Other is brought to you for free and open access by the Nelson Poynter Memorial Library at Digital Commons @ University of South Florida. It has been accepted for inclusion in Library Staff Meetings by an authorized administrator of Digital Commons @ University of South Florida. For more information, please contact [digitalcommons@usf.edu](mailto:digitalcommons@usf.edu).

STAFF MEETING OF SEPT 1, 1992

Mary opened the meeting by asking for suggestions for the format of meetings. She stated that she expected there to be a regular schedule but did not know how often we should meet.

She then requested that we go around the table and gather input from the staff as to issues that they think are appropriate to the all staff meetings.

- 1.) Staffing needs - today and long term - Jim
- 2.) Budget restrictions - i.e. student assts. - Jim
- 3.) Policy changes need to be distributed to all staff as they arise - Deanna
- 4.) JJ announced that since most people now have an ID to logon PROFS we should use the e-mail more often and perhaps all the policy change memos should be sent out over PROFS.
- 5.) There was a suggestion from Mary that we have staff development presentations at each meeting
- 6.) We should be sharing info on new policies and technology. This would be useful as morale boosting and as professional support - Jerry
- 7.) We should contact telecommunications to demonstrate/explain/train us on the features and day-to-day use of the phone system - Signe.
- 8.) There should be support staff meetings - Joyce
- 9.) Cheryl stated that she would try to disseminate circulation policy changes and new information instead of trying to maintain it all in her head.
- 10.) We should use the meeting as a forum to discuss shared problems

Mary asked for feedback from our thoughts on these topics for the next meeting.

Jerry is to call Julius to request the phone demonstration.

Mary introduced the subject of Voice Mail - Jerry mentioned that the idea of voice mail for the library had been discussed and under previous administration. Mary asked that the idea be considered again and reserved the topic for future discussion. She thought perhaps it was an item for the librarians' meeting initially.

Mary called for announcements:

1. Signe mentioned Tampa's new policy of return receipts on items it considers important, i.e. CD's. She wanted all to be aware of them.
2. Signe mentioned that her logon for cataloging was giving the warning to update the password. She wanted to be sure that when passwords are changed

the entire staff will be notified so we do not lose the module due to incorrect password entries.

3. Virginia mentioned she was concerned about staff coverage during the absences of Joyce and Evelyn.
4. Barbara announced that Evelyn was going to take a medical leave and that she (Evelyn) expected to regain her strength and return to work at a later date.
5. Cheryl asked if there had been any decisions about Renee staying on staff: extending her OPS status or changing her back to Work-Study if/when she is accepted to Library School. Mary and Barbara reassured her that Renee will remain on staff for quite a while yet. There is no problem with extending her OPS status at this date. JJ is still waiting for someone from the Library School to return her calls regarding Renee.

There was a suggestion put out that we should be careful to ensure that the student workers also receive info about updates and policy changes. There was a suggestion that perhaps we should put copies of these minutes and all appropriate internal memos into the student folders.

Jim wanted to take a minute to praise Mercedes. He felt she was a quick learner and would be a real asset to our staff.

Deanna wanted to discuss the concept of burn-out as it applies to the library staff without mentioning any names. She stated she periodically feels it and knows that others do, too. Mary felt that it was a complaint common to all professions in life and thought that there were some ways we could alleviate it, given our staffing and budget restraints.

We could hold regular meetings and discuss issues creating anxieties.

Advance planning should ease some problems

We can still address it further if it becomes a major issue with anyone in particular

We can try to work as a group and an organization to aid each other and try to be amenable to the public and each other, keeping in mind the frustrations of all

We will probably all have to help with extra desk time

JJ mentioned that she would like everyone taking a turn at the circulation desk to try to remember the FAX machine and to check it for incoming messages. There followed a general discussion of the reasons why the FAX is located in the library and how we can be sure that it doesn't move with us into the new building. Mary asked for the Stats on its usage for ammunition for future discussion of its placement with Univ. administration.

There was a discussion of the frustration that Reference and Circulation staffers feel with the performance of the DANKA copy machines. It was stated that it is a university-wide USF contract that we cannot alter.

Cheryl asked for feedback on circulation. Please discuss any issues or questions that we have with her. She also asked that we all try to remember to list item #'s in the receipt books and that we not allow anyone without a validation sticker from this semester to check out books. She wanted us to be sure to keep accurate money records on the receipt books. Cheryl asked also that we be sure not to take Danka full credit cards out of the envelope without putting in money or a note.

Signe asked that Cheryl circulate a memo of all circulation policies that Cheryl feels are necessary to review and enforce

Kathy mentioned for general information that textbooks are not routinely purchased for the library's collection. Please be sure we give this info to students.

Cheryl thanked the staff for shelf reading and asked if anyone had seen her clipboard which has disappeared.

Mary said she was happy that we are and want to continue to be a service directed facility.

Mary asked that we give all future agenda items to Barbara. She asked how often we thought we should meet and it was decided that we would meet once a month for now.

Mary mentioned that the USPS full time staff was welcome to keys to the back door if we want them. We just have to come to her office and request them. She mentioned that the entry/security system for the new building is still being determined but that an electronic card system is being considered. If that does not develop, then there will be a more restrictive key policy for the new facility.

Mary wants more input on the new building. She requested that we all look over the new plans and come up with general comments and questions on:

1. library security issues
2. furniture and equipment placement

September 23, 1992

TO: Library Staff  
FROM: Barbara *B*  
RE: Staff Meeting

There will be a meeting of all Library staff on Tuesday, October 6 @ 2:00 p.m. in the Conference Room. Renee will cover the desks at that time.

Enclosed are the minutes from the last staff meeting.

Kathy Arsenault will be presenting information on Washington Formula. Please inform Mary or me of any other agenda items.

/br

Enclosure