

**LIBRARIANS MEETING**  
**Tuesday, January 10, 2006 @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Jim Schnur, Deb Henry, Jerry Notaro, Tina Neville, Karilyn Jaap, Patricia Pettijohn, Berrie Watson, Anita Lindsay, Barbara Reynolds, Jean Ferguson

**Discussion:**

Berrie started the meeting by distributing a handout on the library's email filtering practices and saying that it would be posted on the intranet. He gave a summary of how SPAM is removed, how the firewall works, what and how items are blocked, how the relay works, etc. He named the two SPAM blocking lists used by the library, spamhaus.org and spamcop.com. He explained that key words are used to prevent pornographic SPAM. He also said that outgoing mail doesn't get scanned or filtered in any way.

Jerry discussed how A/V is updating its equipment, such as replacing a failing digital switcher with a new one from B & H, so that classes may be recorded in the A/V studio and then distributed for distance learning. He said that many classrooms had been reconverted during the break, with data projection and document cameras installed and monitors removed, at a cost of a quarter million dollars. Jerry then spoke of his talk with Admissions about net ID instructions and U numbers, which are in Oasis. He said the flip to the new system without social security numbers would happen on January 15. And he reported that the Administration was astonished to learn that one can get a net ID without a student ID. Jerry finished with a discussion of his search for an Access Services librarian, which closes on January 15. He said that many of the applicants were not qualified. Karilyn mentioned that she'd like to see broader advertising, while Kathy said she was disgusted with the lateness of the ad in C&RL News. Deb commented that she thought part of the problem was the salary.

Patricia stated that her search for a senior clerk was starting over, as the open pool didn't work and she was now going to advertise the position. She explained the operation of Better World Books, which takes the library's gift books and sells them online. The library gets a percentage of the profit, while the unsold books are donated to other organizations. The company does not accept mass market paperbacks or journals or damaged materials. Patricia also said that the GOBI slips weren't going away and that she was willing to train others in their use, to which Karilyn replied that she would like training by the YBP customer representative.

Deb announced this coming Friday's Faculty Council meeting, in case anyone wanted to bring up any concerns. She reminded everyone that annual reviews (self-evaluations) and peer evaluations would be coming up soon. And she commented that Ron Hill would be replacing Jim Spence on the council.

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Kathy followed up with a reminder that supervisory reviews for staff were now on a calendar year basis and due by January 31. The original goes to Barbara Fleischer, with Barbara Reynolds getting a copy and also each employee. Kathy asked if anyone had heard any more about the PDQ process, and nobody had. She mentioned a presentation by DuPage on February 3 in case anyone was interested. And she reminded all of the upcoming SACS review in February.

Jim thanked everyone for their help in providing feedback on the Special Collections policy. He proudly passed around a picture of the cover of a story written by USF graduate student Shelley Hoffman about St. Petersburg's Maritime Station, which will be published in a series by Arcadia and will contain many of the library's Special Collection photographs. He announced that he would again serve as president of the Historical Society in order to prevent its demise, as none of the other members wanted the position. Jim concluded by saying that he'd been working on the proofs for the 50<sup>th</sup> anniversary USF coffee table book.

Anita commented on the ongoing glitches with Aleph in Circulation, praised Charlotte as amazing, and said electronic reserves were "ok." (She's in negotiations with one particular professor.)

Karilyn brought up Professor Carr's weekly use of one of the library's study rooms, asking if a room on the first floor might not be better. She said the students love room 242, as they can see everyone coming and going, while room 135 is rarely used. After Kathy listened to the discussion, she agreed to make the change. The meeting then ended at 3:30 p.m.