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Library Staff Meetings

Nelson Poynter Memorial Library

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5-23-1993

## Library Staff Meeting : 1993 : 05 : 23

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The next meeting will be held Tuesday, July 6, 1993 at 2:00 p.m.

#### MINUTES OF THE MAY 25, 1993 MEETING

Mary opened the meeting by asking Kathy to report on the Serial Review Process. The serials were separated by department. Forty-one faculty were asked to rank the serials according to price, frequency use, and availability. She received 22 responses out of 41. There will be input on all periodicals. Most of the faculty commented on cutting Southern Living and Car and Driver. Kathy estimated that about 30 journals will be cut with a savings of almost \$2000.00. The list will be submitted to the faculty again. There will be a reordering/ordering of journals in the fall; perhaps they will be more pertinent to the curriculum. Mary stated that the serials review process was only considering those with consensus. The process wasn't cutting any with dissension. Mary commended Kathy for opening the process to all faculty and for giving them a chance to speak out. She was very pleased with the serial review process. Mary stated the next big step is deciding what to order, but she knows Kathy is up to it.

Mary asked Joyce and Virginia to continue the report on the Paraprofessionals' Conference in Gainesville. Joyce stated that Dan read her report at the last meeting. Virginia stated that she didn't have anything prepared, but she would give a report at the next staff meeting.

Mary asked Jackie J. to report on the summer schedule. Jackie stated she didn't have anything prepared, but she had other things to speak about. Jackie stated that she has a new annual planner for scheduling vacations, workshops, and etc. She discussed where to place the planner. She would like for it to be placed in the workroom in a location where everyone can have access to it.

Jackie J. also brought to Mary's attention that we were closed on Memorial Day last year. Mary proposed that we also close this year, but we need to review our holiday policies and submit a copy to the Dean's office in advance for next year. This is really short notice for this year.

Jackie J. also discussed problems with the library schedule since we are short staffed due to vacations and conferences. Jackie proposed that if we know anyone interested in working part-time in the library we should please ask them to come in for an interview. The person doesn't necessarily need to have library experience. Jim and Cheryl stated that they know people who will be interesting in applying. Barbara stated that Jennifer ( Financial Aid) believes that there will be no money for CWSP until July. Jackie J. stated that there was limited response to the OPS signs placed around campus. Jackie J. proposed looking into increasing Mercedes hours. Jim stated that Randy could be spared to begin training at circulation. The topic of receiving high school students for the summer was discussed. The topic of Saturday rotation was also discussed briefly.

Mary asked Jackie J. to give a report on the International Development Conference she and Jackie attend. The conference was a loosely organized group of Librarians, who did work overseas. Their group had people who did work in So. America, Indonesia, and Mexico. Jackie J. described the librarians as an unheralded army of librarians setting out to organize information for the world.

Mary introduced materials about the Florida International Volunteer Corps. It is a very diverse group of individuals from hog farmers to documentation experts. She passed around a pamphlet, a schedule and an agenda concerning the corps. Mary also discussed maybe setting up a network between us and an Eastern European Library in regard to environmental issues.

It was announced that Jim and Kathy had attended a Florida Historical Society Meeting at the University of West Florida. Jim passed out a handout of the floor plan of the UWF. He stated that many of the books are misplaced on the shelves because they have no student assistants. The building is inadequate for research. The reference librarian is placed in the center of the reference shelves and can't see if a person is having difficulty finding a book. Jim was very impressed with the special collection (except its location in a leaking basement). He passed out pamphlets about the special collections of the Tallahassee State Library and also on the Lakeland Public Library.

There were no Committee Reports.

The meeting was adjourned.