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Library Staff Meetings

Nelson Poynter Memorial Library

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9-14-2004

## Library Staff Meeting : 2004 : 09 : 14

Nelson Poynter Memorial Library.

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**STAFF MEETING**  
**Tuesday, September 14, 2004, @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Berrie Watson, Jan Boyd, Chris Heinrich, David Brodosi, Jim Clapper, Jerry Notaro, Signe Oberhofer, Deb Henry, Charlotte Barbour, Candice Pascual, Cynthia Brown, Virginia Champion, Barbara Reynolds, Jean Ferguson

**Presentation:**

Berrie gave an excellent PowerPoint presentation about the new firewall he'll be installing for the library. He used a clever analogy in which the internet was the clouds and a ship was the library and the rain was the hackers trying to break into the ship. The portholes represented the library's opening to the outside, with the firewall preventing any communication initiated from the outside through the portholes. He explained that the public computers (i.e., bastion hosts) would still be outside the firewall, but that they're already locked down as much as possible. Berrie asked that we notify him of any programs we want added, and he'll check them out over a weekend when he's doing preliminary tests to be sure the system's speed isn't affected. He explained that we would have encrypted (scrambled) passwords, that safety would be the only protocol, that our computer usage wouldn't be tracked, and that the only policy would be "don't break the law." (*Addendum by Kathy: Our policy is to trust our staff to use workplace computer resources responsibly. If it is suspected that a staff member's productivity is affected or that campus computer use policies are violated, computer use may be lawfully monitored and tracked.*) Berrie indicated the existence of a list of words which if used on incoming emails would block their transmittal to us, and also the blocking of certain spammers. He said that he was taking a minimal approach, and that only Nelson would be blocked, not STPT. Virginia asked several pertinent questions, and David elaborated on Berrie's explanations.

**Discussion:**

Kathy asked for input on the library's hurricane plan. Deb pointed out that Jim Schnur had been unable to change the library's phone message about being open as he didn't have the password, and Berrie replied that it was taped to the phone. Berrie suggested an ample warning plan in which we would know to move the library books and store the computers, and a no warning scenario in which we would store what we absolutely needed to operate. Deb commented that the telephone tree was a good idea.

Kathy then reminded us of our 2:30 meeting the next day with the new police chief to discuss the library's increasing security problems. She spoke of the need for an every two-hour walkthrough at a minimum, and of our not hesitating to call the police whenever necessary.

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**(Page 2)**

Jan suggested a panic button at Reference and Circulation and the establishment of a satellite office in the library for the police. Deb mentioned the use of more security cameras. Charlotte asked about the status of the interviews with the Head of Access Services candidates, and Deb explained that they had been postponed due to Hurricane Ivan. She also asked for more volunteers to assist when they do arrive. Kathy indicated the possibility of an OPS librarian for mornings with JJ's lapse money. Deb brought up the problem of clearing Room 217 when the library closes at 10:00, and several attendees commented that a police presence would help to resolve that problem. Candice complimented the draft of the library's Code of Conduct, and Kathy replied that its completion was waiting on Tina's return.