

Librarian's Meeting
Tuesday, August 6, 2002 @ 2:00 p.m.
Library Conference Room

Present: Kathy Arsenault, Deb Henry, Karilyn Jaap, Jackie Jackson, Jerry Notaro, Tina Neville, Jim Schnur.

Fall Orientation: Kathy opened the meeting with discussion about fall orientation for incoming faculty and students. Mika is working on displays. Jim has displays that will be included with Mika's. Kathy is doing a letter to new faculty. Kathy also gave the new faculty information packets to Lois to be updated.

Jerry always sends out a separate "welcome" letter to old and new faculty regarding A/V departmental policies and procedures.

Jackie asked if there were any plans for a faculty reception? There was discussion on pros and cons and past turnout for the event. Jackie proposed having two or more small groups. Kathy mentioned the possibility of making it a lunch. Also, Jackie suggested that it be called "informational literacy" rather than "bibliographic instruction."

**Handout - Outcomes measures required by 2001/02 library strategic plan—
Summer 2002 progress:**

- Item - 3 needs input from librarians. Jerry suggested using faculty requests as guidelines for collection studies.
- Item 4 – this goes to Jim. Kathy needs a baseline for last year.
- Item 5 – Mika is very excited about the prospect of developing a web-based course. Tina feels that any web-based courses should be credit earning. However, Deb proposes that surveys be done before programs are initiated to save time. She feels the ideas are great but a waste if not supported by the campus community. Tina suggested an "Abbiegram" survey but would a web-based survey be better? Kathy mentioned that talking to advisors might be a way to get information on campus interest in programs. Kathy then decided that this topic needed further exploration.
- Item 6 – Tina has a website for distance learning underway. When completed, the website can be used for # 5.
- Item 7 – Kathy wants all librarians to email her with a summary of their involvement.
- Item 8 – This is primarily for Jim and Mika.
- Item 9 – This is done; website will need ongoing maintenance. Statistics are being compiled.
- Item 10 – Active SAPL membership including life, board of directors, campus community, and standard members is approximately 124.
- Item 11 – There has been one grant application and one success.

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Kathy has received Jackie's statistics. She still needs Jerry's, Signe's, and Tina's. Jerry mentioned that video statistics are ¼ those of book statistics. Kathy said this was "impressive."

Handout - US Patriot Act: Kathy and Tina attended an informational seminar about the act. When presented with a warrant, librarians should contact Kathy or the VP's office. Outside regular business hours, librarians should contact campus police and/or Kathy at home. There was a question about the wording "other officers" in the handout. "Other officers" is defined as administrative officers of the campus.

Deb suggested that informational signs be posted stating that use of the library facilities is not privileged information for the benefit of the library patrons.

Upcoming Events: Ralph Wilcox starts on August 15, 2002. There will be a VP's meeting on August 16, 2002 and a director's meeting the following Wednesday. Kathy will have a staff meeting after those two meetings take place.

There is a chamber event for Bill Heller on August 21, 2002. Everyone should have received an invitation. The campus is also planning an event to honor Bill Heller but the details are still in progress.

The campus is offering a "Fish" public service seminar on October 15, 2002.

Librarian's comments:

- Jerry – He is pursuing free internet hook-up for faculty members. He has been in touch with the Provost over at the Tampa campus to determine why their faculty has hook-up but the St. Pete faculty does not. The Provost informed him that it was a budgetary matter. Free hook-up for St. Pete faculty members will need to be paid out of the St. Petersburg budget(s).
- Tina – She asks that all librarians make notes or comments on reference weeding so that no-one loses a favorite.
- Jackie – A patron named George Marcus may be calling Kathy regarding his \$51 in overdue fines. Jackie pulled up his record and he has had past dues in Tampa too. Shelf-reading is coming along. Some is done and some is not started. People are helping each other. Tina and Jackie are working on weeding out the children's section. Jerry will eventually weed-out LP's. Jackie wanted to know if we were going to be getting more shelving. Kathy told her we are waiting for the budget to come out.
- Deb – The merit guidelines committee sent out the guidelines. Librarians need to approve the guidelines and send them along to the next step. Librarians can vote on the guidelines when Signe returns in the fall. Also, she is working with Kathy on a new USGS contract.

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- Karilyn – We have 5 new copiers in the storage room and 2 new microform readers. Davis Hall will get 2 copiers and the library gets the other 3 (two on the first floor and one on the second floor.) Karilyn asked for two printers for each microform reader but we will only get one networked printer for both. We are waiting for cables to complete installation.
- Jim – The Briggs collection is almost completely cataloged thanks to help from Lorel in Tampa. He is now working on the oral histories.

Miscellaneous: It needs to be determined if and/or when Eleanor plans to return to work. Jackie needs this information in regard to Saturday scheduling. In a pinch, Jackie can use Bojana at circulation during evening hours but she does not think we should use her on Saturdays.