

**Librarians Meeting**  
**Tuesday, May 4, 2004 @ 2:00 p.m.**  
**Library Conference Room**

**Present:** Kathy Arsenault, Deb Henry, Jackie Jackson, Mika Slaughter, Tina Neville, Jerry Notaro, Signe Oberhofer

**Announcements:**

1. Kathy asked for volunteers to serve on the search committee for Jackie's position. Tina and Deb volunteered. Some of the USPS staff in ILL and circulation will be asked to participate as well.
2. Kathy did a survey on colleges in the area and state and concluded that if we are to extend library hours past 10pm we would need to hire at least 2 more staff members. A survey of other Florida university hours and staffing was passed around.
3. Next a list of possible periodical and book cancellations was passed around. Due to a 10-15% increase in electronic subscriptions, we will need to consider canceling some of our current print subscriptions. Reference bibliographies and policies about what to keep in reference will need to be changed as the print subscriptions are phased out.
4. Kathy handed out Tampa policies in student complaints and patron record privacy and a discussion took place on how to adapt Tampa policies for our needs. Kathy will write up a policy on each matter and send them out for review and suggestions.

**Signe** talked about the new website front pages. She asked everyone to send in their suggestions. Once WAC has received suggestions they will make a decision on which page to use. Signe asked for someone to volunteer as interim WAC member to receive communications and forward them to the rest of the library while Signe is away. Mika volunteered.

**Tina and Deb** have been working on some possible ideas for marketing the library and making it a more positive place to be. Some of the ideas are:

- Utilize space more efficiently. Learn to think outside the box.
- Start a USFSP department/program spotlight. We could highlight this department and display magazines, news, publications, etc.
- Having break/game areas throughout the library. In these areas games would be provided. Deb has already picked up some games at the dollar store. Some suggestions were a rubic cube, magic 8 ball, crossword puzzles, and checkers.
- Have a permanent news area with closed captioning.
- Create a notepad with library logo and contact information to be used at reference desk when giving students book recommendations.
- Highlight staff and library departments through displays.
- Think of attractive ways to display foreign language books and recreational reading.

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- Make our signs more friendly and positive.
- Have a “trading spaces” day with other libraries in the area and give each other ideas on space usage.
- Change of an ergonomic reference desk
- And of course investigate a coffee shop.

Kathy recommended to move with the tv news idea and asked Jerry to bring to the food committee the idea of having a coffee cart with snacks in the library. Jerry will report back. Deb, Tina and Mika are now the space committee and they will begin looking into where to have break/game areas and other space issues.

Deb and Tina will also work on signs and send out an email asking for suggestions.

**Jerry** talked about the information network. It will be run by students, but AV will plug the information into the network.

**Deb** said the Faculty Council is looking to expand Student Advisory Committee to a library member.

**Jackie** will be sending out a list for shelf reading soon. Kathy thanked her for her continuing attention to this important process.

It was decided that there will be a staff meeting next Thursday at 2pm which the sick leave presentation will be conducted.