

**Librarians Meeting**  
**Tuesday, November 18, 2003 @ 2:00 p.m.**  
**Library Conference Room**

**Present:** Kathy Arsenault, Karilyn Jaap, Tina Neville, Jerry Notaro, Signe Oberhofer, Jim Schnur, Kaya Townsend, Mika Slaughter, Berrie Watson

**Announcements:**

1. Tina distributed statistics figures, all of which have increased, some significantly. She also passed out results of two surveys--on library instruction and research assistance. Tina acknowledged Kaya's assistance with both surveys, and said outcome assessment will follow.
2. Kathy presented Deb with her 15-year service award.
3. SACS progress is going well, the old being modified to comply with the new procedures.
4. Several events are coming up in December—Final Friday at COB this week, the campus Holiday Open House on Friday, 12/05, our Staff Party on Sunday, 11/14. Mark your calendar also for the Library's 35<sup>th</sup> Anniversary Party, which will be celebrated with a cake and special showings of the 1929 St. Petersburg film.
5. Kathy distributed a statement of policy concerning standards of quality research service, which she received at the Library Directors meeting. A discussion followed. Tina suggested our policy notebook could be updated using some of the information. But there were questions as to whether some sections were impractical for our library staff.

Discussion returned to Poynter Library's surveys and particularly to the best way of gathering statistics on library computer usage. Monitoring in person presents some difficulty. Berrie will look into the possibility of remotely checking software use. With the open-use computers, it has been observed that patrons are becoming less and less cooperative to relinquish computer time, and there has been an increase in porn watching. Some suggestions were made to improve efficiency at the Reference Desk: install a second computer at the desk; and put monitors on a turntable.

**Kaya** reported that she has recently received the proofs on her refereed article about potable water in Tijuana.

**Tina** announced that a color-coded version of the reference desk coverage schedule will soon be available on Outlook.

**Deb** has been assigned to the search committee for Asst. VP for Research and Community Partnerships. Deb distributed a listing of evaluative criteria for research and professional activity in regard to the promotion of librarians, which was developed by Stetson and presented at an FACRL workshop.

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The monthly count taken by Deb from the Uniprinter showed a jump from 8,000 to 15,000 from last year at this time. Deb and Tina are working on proposals for ALA posters. ALA Annual Conference will be held in Orlando next year.

**Signe** announced that she will have surgery on her shoulder on December 2, after which she will be out for a minimum of one week. When she returns, she will have to wear a sling and undergo physical therapy.

The new Library Management System (LMS), which will replace for NOTIS, will require extensive training at the beginning of the new fiscal year, with a start date in 2005.

Some periodicals that are still not available from FAXON in print are being put out in microfiche, so be sure to check when patrons can't locate them on the shelves.

**Karilyn** reported that we have McNaughton collection for another year, and that she is purchasing high-end books through SAPL and children's books from the Gillespie donation. Graphic novels, described as glorified comic books, but very popular, have recently been added to the collection.

**Jim** is attending search committee meetings of AVP Academic Affairs. The committee is establishing ground rules and perfecting the position description.

**Mika** is working on research for an article.

**Berrie** is continuing with web revamp. With new Dreamweaver software, Mika and Deb will now have the ability to alter templates.

Berrie is also working on new Exchange server for email, an infrastructure service for monitoring the network, and (next year) an Update Server.

**Jerry** reported that the new satellite on the Library roof is vulnerable to wind and has been lashed down. The search for Multicultural Diversity director will soon be remounted.