

Librarians Meeting
Wednesday, June 25, 2003 @ 2:00 p.m.
Library Conference Room

Present: Kathy Arsenault, Deb Henry, Karilyn Jaap, Jackie Jackson, Tina Neville, Jim Schnur, Berrie Watson

Announcements from Kathy:

1. Kathy attended the Executive Staff meeting yesterday and had some news to share: The 50 new faculty members have been hired. The AVP for Student Affairs should be chosen soon. As you are probably aware Jeb Bush signed the budget, which is a 3% cut. The VPs office hopes to allocate approximately half a million dollars to equity and merit.
2. Bayboro Station is a couple weeks behind schedule for opening. Human Resources and Purchasing will temporarily move to Building One and then back to Terrace.
3. Pianoman will be converted to research labs and will have a new name soon.
4. All administrators will be on a leadership retreat for two days next week.
5. PVA will be up on Friday for Sr. LTA position.
6. Plans will need to be made for student outreach.
7. A suggestion was made to hang up a "Welcome Back" banner for students. Also a reception to welcome new faculty.
8. Annual Reports are due in August. Check your assigned duties for exact date.

Tina announced Solitaire Kelley has accepted the Senior Clerk position. She has great computer skills and is also a student. Her start date will either be July 9 or 14. With the money on the line from Kathy's old position, considerations are being made to hire a temporary Visiting Instructor for the fall. This position would work with student outreach and help with various research projects related to SACS as well as assisting with reference hours. The new library brochure is almost complete. A few final touches are being made and it should be ready within a few weeks. The information from the folders given to new faculty last year is being sent by email to all librarians to make changes where necessary. Please look over it and return to Maria. It is still uncertain as to what to do about the reference desk problem. A drawing was presented with possible solutions, but nothing has been decided. The main problems are that students often approach from behind due to the computers being behind the desk, there isn't a consultation area for students to sit down, and the desk is too high for wheelchairs. Finally, Tina passed out the draft of guidelines for reference performance.

Karilyn announced the new Harry Potter book has arrived and is making the rounds. She is not sure about the budget for collection development. A collection of Spanish and French fiction that was given in memory of Gerry

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Dreller has been processed and will be displayed shortly on one of the index tables.

Jackie said the PVA for Sr. LTA for circulation has gone out and will be posted soon. Charlotte and Jackie are working on getting training for FAST and Banner. The new alumni card is out. It is pale green. Kinks are still being worked out in the transition of fines between NOTIS and Banner, but she hopes that eventually it will no longer be necessary to accept money at the circulation desk.

Berrie said the laptop is nearly complete. If your old phone number was listed in the white pages it will automatically be forwarded to your new number. Berrie is working on a new library website that will be set up according to university web standards and will be more user friendly. He is also researching the possibility of having a couple of phones in the library on the old system so we can make long distance calls with our long distance code.

Jim recently went to Atlanta and attended a meeting about Cooperative Special Collections at Emory University. They spoke about linking universities' collections of digital historical materials. Jim is working on getting a donation of slides from 1945. He is also working on his vertical file of local history and materials. Tampa is hiring a Special Collections Librarian and Jim is on the search committee.