LIBRARIANS' MEETING
Tuesday, February 19, 2002

Announcements -- Kathy
Kathy welcomed Jim on his first day at Poynter.

March 20 will be the deadline for annual review reports. Jackie Jackson will be our returning member of the merit pay committee and Jerry Notaro will participate. We will need to follow the same procedures as last year to comply with personnel rules, but new promotion guidelines need to be developed to reflect our autonomous campus status for next year's review. Deb Henry, Tina Neville, and Jim Schnur agreed to serve on a committee to develop a new document. The USF Librarians revised document is waiting on the provost's approval.

Poynter's strategic plan needs to be revised according to the new USF university goals. Kathy passed out a tentative realignment and requested feedback from the librarians.

Dates to note: SAPL's annual meeting will be 4/26 and the book fair will be 4/20. Signe has arranged for demonstrations of the new touch screen voting equipment on 4/16 and 9/16, 3-6pm. Graduation will be 5/5. Candidates for the Tampa Campus Library director will begin interviewing beginning 2/28.

Kathy announced that the SACS application has apparently been accepted and so we expect to have a committee visit in the fall. The USF Libraries ARL application will be reviewed at ARL's May meeting, a delay from the expected October decision.

Signe announced that ordering problems will make it difficult for us to receive our usual reproducible tax forms.

Berrie announced that we may need to replace the current network operating system, since Tampa campus computing is changing from NT to MS2000. We are currently cooperating with Tampa for our Outlook service. Either we continue that arrangement, go it alone, or join with our campus computing for a new service. Berrie, Tina, and Deb will investigate the best solution. Also, they plan to use 3-4 of the old reference computers as a download and printing supplement to the new computers. These computers would provide Word, Power Point, and Excel functions that are being requested by students who receive such documents from their instructors. Access to these computers will be USF restricted. Librarians decided that a proxy-based system would be the best control mechanism.

Karilyn mentioned that Netscape 6 does not have a print preview function. Berrie suggested that Explorer is probably a better option for a default browser since some USF websites are designed to use Explorer only.

Kathy will investigate MyUSF training, since many questions are being asked that librarians do not know how to answer. Berrie has a help sheet available at the reference desk in the meantime.

Mica will be our representative on the reference 'chat' service for 1-2 hours each week. She will go for training on the new software system.

Karilyn said that the bid document for copiers is being reviewed by the legal staff prior to going for bid. New copiers should be available shortly after July 1. We will be receiving a higher percentage of the Uniprint commission.

JJ mentioned the problem of glare on the microform machines. Kathy will investigate.

Signe said that the new LMS preparations require a decision on the length of time to retain records that are being 'Z-d out.' These are mostly unfilled orders. Deb suggested that she uses these records for a year or two.

Jerry announced that POY 217 will now be kept unlocked on a trial basis to minimize access problems.

To do:

1. MyUSF, microform glare: **Kathy**
2. Merit pay revisions: **Deb, Tina, Jim**
3. Merit pay committee: **JJ, Jerry**
4. Suggest best e-mail decision, reconfigure old computers when new ones are installed, make Explorer the default browser: **Berrie and systems team**
5. Review strategic plan to make congruent with new university goals: **All**
6. Circulation policy list for community patron categories: **JJ**
7. Rush catalog request link on services page: Form available, needs fine-tuning: **Tina and public services committee—in process.**
8. Orientation for ADA equipment: **Berrie**
9. Tardiness issue: **Kathy**