

Library Leadership Team Meeting

12 November 2013, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Tina Neville (convener), Carol Hixson, Gary Austin, Deborah Henry, Patricia Pettijohn, David Brodosi, Berrie Watson, Tony Stamatoplos, Kaya van Beynen, Jim Schnur (scribe)

Regrets: Virginia Champion

Meeting: Called to order at 2:01 p.m. by Tina Neville, this month's convener.

Announcements

None

Dean's Report (Carol)

Carol mentioned that the process is underway for the search to hire a new Regional Vice Chancellor for Academic Affairs. A tentative meeting schedule has been developed with Gary Patterson serving as chair for the committee. A position vacancy description will be drafted by the committee and sent to Chancellor Wisniewska for her review.

Library Website Update (Berrie)

Berrie announced that the new website is very close to going live with plans for a "soft" unveiling next week so that the public can use the site. He complimented Casey Frechette and Sharon Austin for their work on the design elements for the site. Carol mentioned that a face-to-face meeting with those overseeing various units of the library might be a way to address issues more efficiently in the long run. Berrie will send out a Doodle poll to find the best time. All content managers should review their pages for outdated or incorrect information. Smaller tweaks of a more minor nature can be addressed later.

Guidelines for the Library (Carol)

Prior to the meeting, Carol distributed via email the USFSP policy on policies and a template she designed that could be used to allow any library guidelines to follow a standard format. Carol and Tony met earlier in the day to discuss this matter. Before the next LLT meeting, they will draft the library's guidelines on guidelines. Once we have worked out this process, we will systematically review existing guidelines, hopefully 2 per month, so that they will be introduced as new business the first month, go through revisions and deliberations, and approved as amended by LLT during the next month. Once approved, they will be added to a collection established in the USFSP Digital Archive, with links on the webpage going directly to the bitstreams of the document currently in force. Older versions shall be maintained for their historical value; however, not all **current** guidelines in force will be grandfathered into this collection. Some are so old or are no longer applicable in their language; in those cases, either new guidelines will be drafted or no guidelines will be added, if the policy addresses an issue that is no longer relevant.

Library Mini Strategic Planning (Tina)

Tina shared the survey results regarding strategic planning. Eleven out of twelve had responded. After discussion, it was agreed that the organizing for the library's strategic planning session(s) can take place in early 2014, perhaps initiated by a small committee that Carol will appoint.

Meeting Concluded at 2:43 p.m.

Minutes submitted by Jim Schnur