

Library Leadership Team Meeting

10 January 2012, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, Gary Austin, David Brodosi, Virginia Champion, Deborah Henry, Tina Neville, Jerry Notaro, Kaya Van Beynen, Berrie Watson, Jim Schnur

Regrets: Allison Etzel, Patricia Pettijohn

Guests: None

Meeting: Called to order at 2:05 p.m. by Carol

Patron Issues: The meeting opened with a brief discussion of how staff and librarians have handled a patron who has caused disruptions in the building and has been rude to many individuals.

Email and the Exchange Server Redux: Berrie mentioned that the decision has been made to migrate away from the MS Exchange server to the Gmail platform. The server will be retired during this semester. Individuals may elect to use the Outlook client or the web-based Gmail portal. Discussions focused on the following areas:

1. Maintaining Calendars: We will need to move calendaring functions from the MS Exchange environment. This will require that those who add to or manage calendars will need to take ownership of some administrative tasks related to calendaring. Current calendars and primary administrators include:

Conference Room Calendar: Carol and Zeynep

Library Calendar (master calendar for leave, etc.): Not used universally; revisit it later

Reference Desk Calendar: Tina and Kaya

POY 218 Calendar: Berrie, Tina, Gary, Deb, and Kaya regularly use

Events Calendar: Carol and Kaya

Personal Calendars: Each individual will assume responsibility for migrating

2. Distribution Lists: The following lists will also need to be moved/modified in the new email arrangement: Library@nelson, Librarians@nelson, and Staff@nelson, along with other lists that are smaller (LFC, Liaisons, AV, DIGCOL, etc.)

3. Personal Folders: Berrie and Robin will work with individuals to assure that personalized email folders will be backed up before migration. This will be an ongoing process for the short-term.

Reception: Jerry mentioned the plans that are underway for an event to recognize Jackie Shewmaker for her many years of service to the Poynter Library during and since her retirement in 1995. Jerry, Tina, Virginia, and Jim met earlier in the morning, and Jerry summarized the points discussed at that meeting.

Space Committee: Tina discussed some of the plans under development by the Herman Miller Company for the first floor, including space for groups, student consultations, and a revamp of the service desk. Focus groups with students emphasized their interest in having more quiet space and more food options.

Announcements: Jim mentioned that he and Nathan are nearly finished digitizing the original (2001 and 2004) SACS applications and that his Pinellas County centennial lectures have attracted great interest.

Meeting adjourned at 2:50 p.m.

Respectfully Submitted,
Jim Schnur
Recording Secretary