

Library Leadership Team Meeting

14 June 2011, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, Gary Austin, Virginia Champion, Allison Etzel, Tina Neville, Patricia Pettijohn, Berrie Watson, Jim Schnur

Regrets: David Brodosi, Deborah Henry, Jerry Notaro, Kaya Van Beynen

Guests: None

Meeting: Called to order at 2:02 p.m. by Carol

Strategic Plan Review and Update: Carol has started to review our most recent strategic plan. This plan requires revision because it is outdated and many portions of the plan have not been applicable since we received separate SACS accreditation. Carol has made some early revisions. We need to consider how we will approach the task of revisiting our mission and our vision for the Poynter Library. The next step would be to have these revisions shared with members of the Leadership Team for review, comment, and discussion, followed by a general distribution to library staff at a later date. Unlike many institutions that, in practice, turn their strategic plans into static documents, we should consider this more of a “strategic path” that may have predictable or unexpected changes due to budgetary allocations or other circumstances.

Website Revisions: Tina reported on the student usability surveys that were collected earlier in the year. Carol noted that Sharon has started to work on a new top page, with a goal of having it live by August 1. Carol and the Website Committee want to have a top-level page that is markedly different from the present one, “cleaner” and simpler, with fewer initial options. Revision of lower-level webpages will be an ongoing activity for the indefinite future, especially since we will continue to make decisions about webpage revisions based, in part, on usability surveys that offer information about how patrons use and navigate our pages. A brief conversation followed about the problems USF and FCLA have had regarding the implementation of the “discovery” tool.

Digital Collections: Our immediate plans are to concentrate on the orderly development of the USFSP Digital Archives and an area of the archives that focuses on Scholarly Works of faculty. Jim and Tina offered an overview of the Digital Preservation Management workshop they attended last week at SUNY Albany. Although we do not have a lot of digital content at this time, we have an advantage in that we have been giving careful attention to developing the organizational and technical framework based upon our needs and best practices that take into consideration our staffing and infrastructure resources. Carol has circulated drafts of Digital Archives policies to Tina, Berrie, and Jim for their review. Jim and Tina will provide an overview of the important points mentioned at the conference sometime in the near future.

Collections Committee: Patricia distributed the report of the committee, noting that its initial charge was to determine the various costs (licensing, hardware, software, staffing, training, proxy services, etc.) of migrating to an environment in which we offered and supported access to electronic resources (exclusive of e-books) independent from other libraries in the USF System. Discussion focused on the substantial financial outlay and logistical challenges required to make this happen, if it became a path we had to follow.

Emergency Preparedness: There will be another FEMA training exercise this year, details to be announced. We should take stock of any immediate needs we have within the building (i.e., sufficient first aid kits, flashlights) with the new hurricane season now underway. We should also review disaster management policies or plans for various areas of the library to assure that they reflect current operational practices. Patricia and Virginia expressed interest in participating in these activities.

Announcement: Carol will be on annual leave from Friday, June 17, until Monday, July 4. She will return on Tuesday, July 5. Jerry and Tina will serve in an acting capacity during Carol’s absence.

Meeting adjourned at 3:31 p.m.
Respectfully Submitted,
Jim Schnur