

## Library Leadership Team Meeting

11 January 2011, 2:00 p.m., Administration Conference Room, Poynter Library

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

Regrets: David Brodosi, Allison Etzel

Guests: None

Meeting: Called to order at 2:04 p.m. by Carol

**Budget Update, Generally:** No new information to report about the proposed budget for the next fiscal year. Part of the delay may be due to Gov. Rick Scott's new administration taking office and some of the orders he issued about large contracts and capital expenditures. We can be sure of this: Unless Congress amends current legislation, we will lose federal stimulus dollars by April. We will have to explore using "carry forward" monies to continue funding those positions after stimulus funding comes to an end. If the library is expected to endure an additional budget cut on top of losing stimulus funds, we will have to focus on core services and reduce hours of operation.

**Budget Update, Electronic Resources:** We may be asked to pay more than our originally agreed upon allocation to maintain access to electronic databases purchased cooperatively by the libraries of the USF System.

**Communication/Confidentiality:** Please use discretion in discussing works in progress or ideas discussed during Leadership Team meetings until formal action is agreed upon or taken. It is important that we be able to discuss issues freely without being concerned about details being shared outside the group.

**Special Collections Changes:** With Jean Ferguson now reporting directly to Jim, it has become important to find a way to provide space for Jean in the Special Collections area while not removing space necessary for researchers or collections. Carol and Jim shared a plan to expand the size of Special Collections in the area near its present entrance. Carol and Jim also discussed possible digitization initiatives that may take shape as we explore ways to preserve and promote access to our valuable collections.

**Strategic Planning:** With other items on our busy agenda, we have not had an opportunity to follow through with some of the ideas from after our retreat. Some actions that have taken place related to the Strategic Planning sessions are as follows:

- Creation of a Digitization Committee with Jim and Berrie serving along with Carol.
- Preliminary reviews of website by Web Content Committee (Tina, Deb, and Virginia).
- The Information Literacy Group is holding off on action until discussions take place with deans.

***¶ ACTION ITEM: Leadership Team Members will review their notes from the meeting last fall and make a more complete report at the next meeting.***

**Service Desk Redesign:** The new reference desk area is now open alongside the circulation desk. The visit to the Jane Bancroft Cook Library at USFS-M/New College of Florida provided insight into how the temporary desk area was designed. This will be a trial period to determine the feasibility of merging services at a single area, as well as how those services should come together before spending a substantial amount of money to remove the old reference desk and reconfigure the circulation area. There will be a need for cross-training to assure that all people working at the desk are comfortable with certain core service functions. For times when the reference librarian is away from the desk, we should encourage students to use the reference chat function.

**¶ ACTION ITEM:** *During this transitional period, those working at the circulation and reference desk should make note of any issues they face and pass them along to Tina, Virginia, and others involved with the project so that they may be taken into consideration before any major effort to redesign the service desks takes place.*

**Self Checkout:** Berrie noted that the proposal to acquire a self checkout station near the circulation desk has not received funding approval from FCLA yet.

**Café Furniture:** Kaya, Tina, Carissa, Berrie, Deb, and others have reviewed a variety of furniture pieces and arrangements available through Beaux-Arts Group Furniture, a state-approved vendor that has worked with USFSP on other projects. There may be an opportunity to “test” some furnishings in the café area; Deb will confirm this arrangement with Bill Benjamin.

**Technology and Systems Updates:** Berrie announced that the library has hired Todd Hughes as a computer support specialist. Todd is becoming familiar with a variety of systems issues. There is another vacancy to find a person familiar with technical background in web design, someone who can develop web scripts and applications as well as provide guidance for the webpages. Group study rooms now have 32-inch flat-screen monitors. We are awaiting cables for a few of the units. The wireless access point project was fully funded. As soon as some additional wireless access points are installed along the ceiling tiles, coverage will be strong throughout the building. Berrie also mentioned the security cameras project that will assist with safety throughout the library. He noted that the newest version of SPSS now resides on the corner machines of the horseshoe, mentioned the new web express desks near the entrance, and added that if students needed access to the full suite of software available in the campus computing labs at times when the lab is closed, they can go to <http://mypc.stpete.usf.edu> or <http://www.stpete.usf.edu/computing/mypc/index.htm> to get to the MyPC Virtual Computer Lab. Berrie also mentioned that we are moving forward with both DSpace (for USFSP institutional archives, including submissions from others outside of the library) and CONTENTdm (for managing digital special collections).

**Distance Learning Update:** Carol mentioned that Blackboard Consulting has held a number of meetings with the Blackboard Steering Team and other groups to gather feedback on distance learning at USFSP. They have presented a draft of recommendations. They have also worked with David and others on the course design process, and will hold workshops in the coming months targeted at faculty with various skill levels of providing and administering distance education courses. A final recommendation should be received by the end of January.

Meeting adjourned at 3:56 p.m.

Respectfully Submitted,  
Jim Schnur  
Library Leadership Scribe