

Library Leadership Team Meeting

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

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

Regrets: None

Guests: None

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

Noise Levels in Media Center: Jerry mentioned that a student who has started to use the second floor Media Center has made some complaints that the noise levels are not conducive to him studying. Jerry wanted to share this with LLT members for their thoughts. Jim and others mentioned that the Media Center had been designed as an area that encouraged collaborative projects, especially since many of the Instructional Materials Center items were placed there for students in the College of Education. After discussion, Carol suggested that we place signage in the area as an interim measure that clearly states that this part of the library is not a designated "quiet zone." Those seeking a quiet area should be encouraged to use the third floor. Staff will also examine signage in the viewing rooms to make sure that it sends a similar message.

Use of Media Center or Other Library Spaces by Non-Library Units/Groups: Carol reiterated that other campus units wishing to use public spaces for meetings or special events in the library, such as the second floor Media Center, must go through her office. There should never be an assumption by any non-library unit that public space or meeting room space in the library is available for impromptu or recurring meetings without the approval of the Dean or her designee.

Use of Space throughout Campus: In a related conversation, Deb mentioned a statement she had heard in Research Council that there may be charges levied for use of meeting areas on campus by USFSP entities. The matter was tabled until further research could take place.

New Library Staff Member: Tina mentioned that Mara Sansolo has started to work in the library as a temporary library staff member. She will cover weekends and early evenings on a Saturday through Wednesday schedule. Jim added that he was with her on Saturday and that Carissa offered Mara an excellent orientation.

New Instructional Designer: David said that a candidate has been offered the position of instructional designer for the Digital Journalism program and she will work in the library. David will introduce her to various library units once she settles into her new job.

Guests of Non-Library Employees in the Building during Non-Operating Hours: There have been some instances of non-library employees who have office space in our building inviting and bringing their friends into the building at times when the library is closed. Tina and Jim mentioned a recent incident during which they saw guests of a non-library employee lounging on the second floor chairs near the breezeway prior to the opening of the building on a Saturday morning. Carol informed everyone in attendance that such access is inappropriate and she said that she wants any future incidents to be reported to her.

Learning Opportunities for Anais: Since her arrival a couple of weeks ago, Anais Cayzac has worked on a variety of projects. She is currently assisting at Access Services and helping Kaya with National Library Week activities. Carol would like to offer her additional learning experiences at local public libraries or institutions. Those in attendance suggested locations and offered to follow through on making initial contacts.

Review of Library Documents: The remainder of the meeting was devoted to revisions to the library's Code of Conduct and the statement on Public Use Computing.

Meeting adjourned at 3:47 p.m.

Respectfully Submitted,

Jim Schnur