

Library Leadership Team Meeting

9 August 2011, 2:00 p.m., Administration Conference Room, Poynter Library

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

Regrets: David Brodosi, Kaya Van Beynen

Guests: None

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

Updates: Carol asked those in attendance to share any news or updates since the last meeting.

Virginia: With the forthcoming College of Business event in the Poynter Corner, staff members have relocated much of the remaining reference collection and some of the Marine Science periodicals to other shelves. We have now started to dismantle four of the tall cantilever stacks closest to the Poynter Corner, and should be able to remove some of the intermediate and lower stacks as well, at some point in the near future. Cynthia rewashed the white boards in all of the study rooms and staff and student assistants have continued to shift materials in the circulating stacks. Surplus study carrels have been disassembled for placement in storage. Virginia sanded the top of the desk in the circulation area so that it can be refinished.

Jim: The USFSP Digital Archive is quickly approaching 1,700 items. Student assistants have assisted with some of the preparation and entering of documents.

Gary: The "new and improved" Blackboard training model will begin in the fall semester, with the replacement of a single, long introductory session with five or six focused sessions that would be of interest to targeted constituencies.

Jerry: USF ID production has picked up for new students and new hires. Staff and student assistants have cleaned out the production area and performed maintenance on instructional equipment in the classrooms. They have hired a new instructional designer.

Patricia: Weeding of collections continues. Discussion ensued about certain areas of the collection. With the relocation of some oversize periodicals, Patricia and her staff will evaluate how many of the print back issues we should retain. Carol stated that any dollars raised from our sending of items to Better World Books should go into one of the library's USF Foundation accounts. All in attendance expressed their congratulations to Anne Killenberg upon hearing the news that she has completed all of her coursework for the M.A. in Library and Information Science from USF's School of Information.

Berrie: Systems has been busy upgrading VMware infrastructure to import virtual servers and machines. Berrie hopes to have a new person onboard by early September. Work on the website is moving forward with Sharon's efforts; the new webpage is live. ILLIAD and ALEPH updates have taken place. Security camera installation in the building is forthcoming. There may be some student help for technical troubleshooting and copiers at the reference horseshoe. Later in the fall semester, Berrie plans to conduct a review of services for Systems to determine the best way to move forward with the resources we have.

Carol: Members of the Leadership Team (Carol, Tina, Gary, David, and Jim) will offer roundtable sessions at the fall faculty meeting on Friday, August 19. A strategic planning meeting takes place tomorrow.

Reference Desk Hours: A general discussion followed about staffing at reference and the use of two-way radios. We will consider collecting door counts at shorter intervals to ascertain patterns.

Meeting adjourned at 3:23 p.m.

Respectfully Submitted,
Jim Schnur