

## Library Leadership Team Meeting

8 January 2013, 2:00 p.m., Administration Conference Room, Poynter Library

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

Regrets: None

Guests: Bill Hogarth

Meeting: Called to order at 2:00 p.m. by Carol

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

**Carpeting:** We are awaiting a third bid before we can move forward on re-carpeting the first floor.

**Space, Generally:** We await the arrival of the recreational reading display case, as well as a cabinet for the Scholars' Lounge. Student assistants Ryan and Alex touched up two racks for the paperback exchange with light and dark green paint, rather than keeping them with the institutional gray color they originally had. Plans to weed materials from the Instructional Materials Center collection on the second floor are moving forward, with the initial round of items slated for de-selection planned for the next week so that faculty from the College of Education can review these items for possible discard before the end of the month. The College of Business staff currently using the converted space adjacent to the Systems Office and the BI classroom (POY217) should be relocated in the near future, returning that space for library use.

**Scholars' Lounge:** Initial funds have been received and we await an outline of the plans from Facilities to move forward with the construction of this area.

**Searches and Office Space for New Hires:** Review of credentials and narrowing of prospective candidates continues for the Assistant Director of Distance Learning (who will occupy space in the IMC when hired) and the new librarian position. Discussion ensued about possible office space for the new librarian that provides appropriate square footage required under present standards. Ideally, the librarian's office should be on the first floor. The only office space available that meets current institutional size minimum requirements on the first floor is the current Access Services break room, originally designated as the office for a 'circulation librarian.' Short-term possibilities include space within POY217 after COB vacates the area, the Scanning Room on the first floor (smaller than minimum), the ADA Room on the first floor (smaller than minimum), or a converted group study room. **Action Item:** *Carol asked those involved in space planning to consider possible locations for the office in the long-term, including open space on the first floor (such as between Deb and Kaya's office areas) that may be retrofitted with a suitable office.*

**At this point, Dr. Hogarth entered the room and discussed his thoughts about USF St. Petersburg in his role as Interim Regional Chancellor. After discussion, questions were asked. He expressed his appreciation for our efforts, and we also thanked him for his support of our library in many areas, such as the agreement to move forward with a plan related to sharing of electronic resource allocations among entities within the USF System and allowing us to fill the librarian vacancy and create the new Assistant Director for Distance Learning position. With his departure, we resumed our discussion of operational matters:**

**Campus Safety:** A recent incident immediately north of campus that involved a temporary lock-down of RHO prompted discussion of the need for additional support, education, and drills for campus emergencies that go beyond the "Shots Fired" video available to the campus community for viewing. Late last year, Chief Bennie Chenevert and Guy VanAstern met with us in the Poynter Corner to discuss concerns. We need to have follow-up to see how we can assure that this remains a priority by advocating through Leadership Team meetings, our presence in Faculty Senate, and those assigned to the campus-wide Safety Committee.

**Enrollment Statistics and Retention/Graduation Rates:** Brief discussion took place about the need for better collection and availability of enrollment statistics. Our rates seem lower than they should be, since USFSP students who transfer to USF Tampa and graduate from there are not considered as “graduates” that satisfactorily completed their studies at our institution, yet neither did they “drop out.”

**Therapy Dogs:** The popular therapy dogs event in December has led to additional conversations and the possibility of similar sessions. Details are forthcoming.

**Events and Exhibits:** Kaya distributed a list of possible library events/programs in the spring and discussion followed:

**Mardi Gras Celebration (Tuesday, February 12) or Alternative:** To increase student attendance, we should consider the café area instead of the terrace. May want to tie into a Gasparilla theme or use this event in conjunction with other student-sponsored events. Music options for a spring event were discussed as well. **Action item: Patricia will investigate local bands/musicians (such as blues or instrumental groups) to see if they may be secured at little or no cost.**

**Ethics Panel Discussion:** On hold at this time.

**Faculty Talks:** Possible faculty lectures/events include: 1. Jill McCracken and her book on prostitution. 2. Narciso Hildago and his book on the use of humor in political protest in Cuba. 3. J. Michael Francis on the 500<sup>th</sup> anniversary of European contact in Florida. **Action item: Jim will contact Dr. Francis to ascertain availability and may have an alternative program available regarding the 500<sup>th</sup> if necessary.**

**Research Week (April):** We should take the lead on ideas, perhaps sponsoring an event such as “lightning talks” that allow faculty to share their current research initiatives with colleagues or a poster session/presentation for those doing research or those who have received internal research awards.

**International Week (February):** Carissa has taken the lead on getting some speakers that may include a panel of international lawyers currently at Stetson University College of Law. Carol has arranged for Ricardo “Rick” Davis to offer a presentation/discussion of his experiences in a separate event; a former member of the USFSP Campus Board and business executive, Davis has been involved in issues related to educational excellence for African Americans through COQEBS. (<http://dspace.nelson.usf.edu/xmlui/handle/10806/4933>). Carol has also asked Zeynep and Dean Ebrahimpour to share their experiences as part of International Week.

**Equality Florida Exhibit:** A March exhibit, with a possible reception/event in the library on Saturday, March 16, is under development with Carol taking the lead.

**National Libraries Week (April 14-20):** Need to consider ideas for an event or displays.

**Thank-You Event for Faculty Staff Campaign:** Permission has been granted for use of the terrace in an event to encourage faculty and staff members to donate and support fundraising efforts by the USF Foundation. Logistics involve Don McCarty’s office since this is not a library event, per se.

Meeting adjourned at 3:58 p.m.

Respectfully Submitted,  
Jim Schnur