

Library Leadership Team Meeting

11 June 2013, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, Gary Austin, Kim Garvey, Deborah Henry, Tina Neville, Patricia Pettijohn, Kaya Van Beynen, Berrie Watson, Jim Schnur

Regrets: David Brodosi, Virginia Champion, Allison Etzel

Guests: None

Meeting: Called to order at 2:01 p.m. by Carol

Distance Learning Update: Kim complimented the work of her “fabulous team” and said that she is still considering possible ways to market services offered in this area of the library, such as video production and e-learning support. Cross-training of staff has started. There will also be an emphasis on developing a testing center (a place that offers proctored testing services for DL courses) with a regular schedule to assure that USFSP remains in compliance with SACS requirements.

LLT Meeting Formats: Those in attendance discussed whether there should be a modification of the current LLT meeting format. Carol suggested a couple of alternatives, including one that would allow for rotating leadership of the responsibilities for preparing the agenda and managing the meeting, as well as shared responsibilities for recording minutes of the meeting. There was general consent that sharing these tasks was a good idea. The person conducting a meeting shall ensure that an agenda is produced and distributed prior to the meeting.

Action Item: Deb will draft a signup sheet to distribute so LLT members can select the month they wish to chair the meeting and the month they will record meeting minutes.

Individual Reports:

Tina mentioned that LibGuides are in process and some should be available in various content areas by the beginning of the fall semester. Also, she noted that the glass walls for the scholars' area should hopefully be installed by the beginning of the fall semester as well.

Deb gave an update on the search for the Regional Vice Chancellor of Administrative and Financial Services. Committee members are close to conducting telephone interviews and have also prepared a set of written questions for finalists to answer.

Deb mentioned that she and others responsible for working on the compact shelving proposal (Tina, Patricia, and Jim) have prioritized collections that should be relocated and have met with Brian Long from Facilities Planning to share our ideas for the layout of the units. The next steps involve the bringing in of an engineer to assess the load-bearing capacities for the area under consideration and to design specifications within whatever budgetary parameters there are.

Kaya looks forward to the ALA conference in a couple of weeks. She also mentioned Jim's upcoming lecture with Stacy Braukman on June 27 and said that other programs in 2013-2014 may also include a panel format. Possibilities include a fall program centered on issues related to national security/open access and a spring topic that ties into the Olympics (since the Winter Olympics will be underway) that may include people with USFSP connections.

Patricia mentioned that Allison and Anne plan to resign later this summer so they can pursue new opportunities. Both have made great contributions to Collection and Technical Services and will be missed. Patricia and Carol have had conversations with others outside of USFSP and we may bring in consultants to look at workflow processes in this area of the library to see how services may be streamlined or refocused as the department goes through this transition.

Gary enjoyed the conference he attended at Jekyll Island and mentioned that the number of attendees in Canvas training sessions continues to remain high. According to Kim and Gary, we are close to the anticipated goal of having 40% of affected faculty make the transition by this point.

Berrie has a variety of summer projects underway, including patches for DSpace and the correction of the Creative Commons license issue, storage array issues, upgrades to the firewall, and infrastructure planning in the Information Commons for expansion of the electrical and data wiring networks. Robin now assumes more systems-related duties. Berrie reminded those who received the email regarding their website administration duties that they should return their responses by the end of the week.

Campus Safety Concerns: Given the recent incident in Santa Monica, California, that involved shooting in a college library, Patricia requested a discussion regarding follow-up on longstanding concerns regarding library safety within the framework of campus safety and emergency management procedures. Last year, former USFSP Police Bennie Chenevert and Guy VanAsten from Facilities came over to discuss campus safety matters. However, given our location and the number of public visitors we have, concerns remain.

Action Item: Carol will contact Sandy Conway, who serves as acting administrator for Administrative and Finances Services, to see if another meeting can take place with appropriate public safety personnel regarding our concerns.

With no other business under consideration, the meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Jim Schnur