Library Leadership Team Meeting
11 December 2013, 2:00 p.m., Library Administration Conference Room, Poynter Library (POY319)

Present: David Brodosi (convener), Carol Hixson (scribe), Gary Austin, Virginia Champion, Deb Henry, Tina Neville, Patricia Pettijohn, Jim Schnur, Tony Stamatoplos, Kaya van Beynen, Berrie Watson.

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

Faculty professional development program review (DL/IMS)

Timi Hager presented the results of a professional development survey administered to faculty and the emerging plan for faculty professional development for distance learning. The report she has produced is available in the Digital Archive at:
http://dspace.nelson.usf.edu/xmlui/handle/10806/8810

Update from the Dean

Carol provided an update on the status of the budget (not yet finalized) and strategic planning (underway). She also mentioned that the Distance Learning Steering Committee had been reactivated. She referred LLT members to a new State Task Force report on distance learning that was delivered to the Board of Governors on December 9 (available in the Digital Archive at:
http://dspace.nelson.usf.edu/xmlui/handle/10806/8809

Update on library guidelines

LLT members discussed the draft Guideline on Library Guidelines distributed via email prior to the meeting. The consensus was that the template was acceptable. After some discussion, it was suggested that people send wording changes to Carol via email.

Follow-up on emergency buttons

The location of existing "duress buttons" was reviewed and suggestions for new buttons were provided. David Brodosi will communicate needed changes to the list and request the new buttons through Facilities. Current buttons are located at the Circulation Desk, POY 218, 234, 317, 318, 323. New buttons will be requested for the Access Services staff area, the mail room, and 221.

Budget for professional development/travel

The discussion centered on a model for allocating money for professional development in an environment where the budget has not been finalized, Foundation funds are being depleted, and units have lost all access to previous carryforward funds. Dollar figures cannot be allocated when the available pool of money is unknown. Tina Neville suggested that a small committee be charged to recommend an approach. This suggestion was accepted.

Study rooms

Virginia raised the issue of the increasing pressure that her staff are experiencing as students want access to study rooms and find that they are already booked. There is frustration because of people manipulating the system to maintain their access to a room ahead of other people who have been waiting. The likelihood of building more study rooms or of developing a scheduling system right now is slim. If an increased fee for late return of keys is needed as a deterrent to abusing the system, that will have to go through established university channels at the right time of year. Carol suggested that the first step is to develop a clear set of guidelines and asked Virginia to work on that. We also need to investigate what Tampa is doing because that will be the first question we will be asked if we try to increase our fees. In the meantime, Carol will investigate the process of asking for an increased fee.

Study room swap for window

After brief discussion, it was agreed that the one study room without a window in the door will be swapped with the room being used for the Scanning workstation.

www.nelson.usf.edu or lib.usfsp.edu

Berrie asked if there were a preference for the domain name to be changed before we migrated to our new website. The preference was to move to a domain name that would incorporate usfsp. Berrie will follow up on the request with Jeff Reisberg.

Day in the library video

David played the video that was taken on December 2 that captured 14 hours of activity and condensed it down to slightly over 6 minutes. Reaction was overwhelmingly favorable. Discussion focused on what to do the next time and whether to slow the video down (which would increase its length.) It was decided that we would like to do this once a semester and locate the camera in different locations. The link to the 6 minute version is at:
http://decade.it.usf.edu/stpete/lib_modules/dayinlibraryv2b/dayinlibraryv2b.html

Meeting adjourned at 4:05 p.m.

Minutes submitted by C. Hixson