

Library Leadership Team Meeting

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

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

Regrets: None

Meeting: Called to order at 2:00 p.m. by Deb Henry, this month's convener.

Announcements

Tina welcomed Tony to the Nelson Poynter Memorial Library and to his first LLT meeting.

University Budget Update (Carol)

Carol discussed the current library fiscal situation. She received a preliminary budget for collections, salaries, and operations. She also discussed the library's foundation funds and how they have been used to subsidize library initiatives. The Distance Learning section of the library has a separate source of funding; this cannot be used to fund basic library operations. Carol would like to discuss changes to professional development funding and create a process for amounts and allocations.

University Strategic Planning Update (Carol)

Carol distributed a sheet documenting the USFSP Strategic Planning Roadmap to the LLT. The strategic planning consultants have met with the Deans, and Carol learned that she will be a member of the Vision Team.

Library Space Update

1. **Scholars' Lounge (Tina)** - The glass walls for the Scholars' Lounge are tentatively scheduled to be installed next week. Carol is trying to schedule an official opening reception. Dr. Heller would like the reception to be in conjunction with a USFSP Board Meeting. Tina has a meeting with a representative from IKEA to show the first floor to see if IKEA and the Nelson Poynter Library are interested in receiving furniture through IKEA's donation program.
2. **Children's literature / Media Area (Kim and David)** - The DL staff has decided to limit access to the children's collection and media viewing areas to the hours the Instructional Media Department is open. The main door to the department will be (re)keyed and hours will be posted on the door. Library patrons can visit the Circulation desk should they want access during evening and weekend hours. Options for moving the Children's Collections will be discussed.

Library Website Update (Berrie)

There is no specific go live date for the new website, but when it goes live, everything will go live all at the same time.

Review of Library Guidelines and Procedures (Tony)

Tony and Virginia have been reviewing library procedures and guidelines. Carol wants to update all policies, place them into a standardized format, and archive them in DSpace. The process to update and archive these guidelines and procedures is still uncertain. Guidelines on updating and archiving guidelines will be presented to LLT at the next meeting.

Library Mini Strategic Planning

The LLT discussed whether they are interested in having a library strategic planning meeting either before or after the Campus Strategic planning sessions. Additional discussion questioned the would-be purpose and goals of such a session. Tina will develop a Google poll to see preferences.

Meeting Concluded at 3:34

Minutes submitted by K. van Beynen