

Library Leadership Team Meeting

Tuesday, 13 May 2014 1:00 p.m., Poynter 319 Nelson Poynter Library

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

Minutes were approved from the prior April 8 meeting, and meeting was called to order at 1:05 pm.

Announcements:

- **Deb:** She will share the future schedule of chairs and scribes for LLT on Google Docs.
- **Carol:** The same format will apply to future meetings, all expressed that the rotation of scribes and chair persons was working well.
- **David:** Shared the signage for the newly created 'my studio' booth, and shared progress of the space. One space is available at this time, but based upon need, another may be brought online in the future.
- **Berrie:** The space committee charge to investigate and recommend safety for power options in the library resulted in a search for the manufacturer to replace the plates on all floor-based receptacles. Building blueprints and build-out documents didn't have this information. Ongoing discussion concluded that a space modification form will be submitted to recommend the fabrication of a plate to limit access.

Dean Updates:

- Discussed search committee status for the RVCAA.
- Discussed the budget. Carol is on the USFSP budget committee. The Committee has been given guidelines and Vivian is reviewing all Academic Affairs requests and will be submitting a prioritized selection of those to the committee.
- Carol will be working remotely next week. Please contact via phone or email.
- David Henry, chief of police, will be working with Guy VanAustin to deliver a presentation to the library on emergency management. An emergency management plan was created that includes various checklists for event possibilities and how to properly address them.
- The DL director position is in process by HR. Because the Chancellor is using HR staff to provide support for ongoing searches, HR staff are having difficulty completing their normal work.
- Spoke on donor information. Carol will create a wish list to give a range of options for potential donors so they will have an idea of what options are available for a variety of donation levels. Any suggestions for potential items to be included in the donor list are welcome and should be submitted with information and pictures to Carol Hixson.

New Business:

- **Guideline Reviews**
Note to the Group from Carol: The author of a guideline for review should first send the guideline to the LLT email group, and this should result in the first revision of the guideline. Then, the revised guideline should be sent to Carol

for inclusion in BaseCamp then posted to the agenda for a subsequent review by LLT. This is articulated in the Guideline of Guidelines, found in the USFSP Digital Archive at <http://hdl.handle.net/10806/9078>

- Patron Privacy – Approved with changes
- Quiet Zones – Approved with changes
- Gift of Books and other Library Materials – Renamed to Gifts to the library's Collections - Approved with changes
- Test Collection – Approved with changes

The meeting was adjourned at 2:27 pm.

Respectfully submitted,
Berrie Watson, May scribe