

Library Leadership Team Meeting

11 February 2014, 2:01 p.m., Administrative Conference Room, Poynter Library

Present: Kaya Van Beynen (convener), Gary Austin, Virginia Champion, Marcela Estevez, Deb Henry (scribe), Carol Hixson, Patricia Pettijohn, James Schnur, Tony Stamatoplos, Berrie Watson

Regrets: David Brodosi

No additions to agenda

Announcements:

- Patricia introduced Tech Services' new manager, Marcela Estevez and briefly discussed her responsibilities and duties.
- Jim announced that he has sent his edited book about St Petersburg back to publisher and is now working on a book chapter about fundraising for small libraries. Jim is generously donating the proceeds from his latest book to the Library's foundation fund for the *Digital Archive*.
- Virginia announced that the carrels are completely gone from the 2nd & 3rd floors and that carpets are being cleaned by Facilities.

Updated from the Dean:

- Carol explained the purpose of the LLT meetings from the Dean's perspective:
 - To update staff
 - Review policies & guidelines
 - Discuss issues that affect the library
- She also discussed how all team members now share responsibility for setting agendas, conducting meetings, and taking minutes.

Action: Deb will establish permission for Marcela to view and edit the team's leadership schedule.

- Carol shared the USFSP Risk Footprint. The Team discussed the items that appear on the spreadsheet and the impact and probability scores that each item received.
- Carol and Patricia attended a meeting in Tampa with the Tampa Library leadership to discuss the formation & function of an electronic collection team, which will include representatives from each USF System library. Some roadblocks were identified that might interfere with moving forward, such as budget and changing leadership on campuses. The group acknowledged that inter-library communication was poor. They agreed that issues affecting service should be communicated to Tina Neville and Patricia Pettijohn should be notified of any issues dealing with subscriptions.
- Carol discussed the status of the electronic resources budget and clarified that the allocation for e-resources is not part of the library's operating budget.
- The application period for the RVCAA search closes soon.
- Carol announced a textbook forum is in the planning stages. The format will be similar to "lightning talks", where invited stakeholders will have time to briefly express their views and then the meeting will open up to discussion from the floor.

Old Business

Library guidelines: *Use of Library Public Spaces*

Carol called for last discussion on this guideline. Jim moved to accept the guideline; Berrie seconded the motion. All voted in favor of acceptance. In order to facilitate the review and revision of the other

guidelines, Carol offered, **before she left the building (with Elvis)**, to send an email with the link to the policy list, saved in Basecamp, to the team members.

Action: Each Team member, excluding newcomer Marcela, should claim one or more policies on which to start work. Members should let Carol know if there is any problem with access, etc.

New Business

Unstoppable Campaign

Virginia announced that the campaign has successfully raised a total of \$620M, more than the original goal. The university has set a new goal of \$380M, reaching for a grand total of \$1 billion. Virginia made a passionate plea for donations to the Faculty & Staff Campaign and described some of the funds to which staff can donate. Kaya mentioned some fundraising efforts of departments like Geology on the Tampa campus.

Budget request

Carol has asked the Team to forward to her suggestions for budget items. Several ideas were mentioned, such new carpet for the rest of the library, painting, staff, vending machines, etc.

Action: Deadlines are short; please get any suggestions to Carol as soon as possible.

Library hours during spring break

Deb initiated a discussion about a suggested change in library hours during spring break. Until and unless, hard data confirms that a change is justified, Carol decided that we should adhere to the schedule that we have used for the past several years, M-F 8 am -5 pm.

Vandalism

There are been a couple of incidences of vandalism in the library. Carol outlined a process for reporting these. Emergency situations should be reported directly and immediately to the police. All other episodes of vandalism should be reported, via email or in writing, to the Dean and her administrative assistant. They will then choose the appropriate action to take.

Exhibit news

Carol reported that University Counsel agreed that the university should not assume responsibility for damage or theft to visiting exhibits belonging to outside organizations. This question came to the forefront when a community organization approached USFSP about the possibility of hosting one of their traveling exhibits. The exhibit contract initially named the university as liable for damage or theft while housed on the campus.

There may be a conflict this spring between two exhibits, one being the annual Survivor Speak exhibit. Jim offered to work out a solution, if necessary, as he has been the main contact with Survivor Speak for many years.

The meeting was adjourned at 3:45 pm.

Respectfully submitted,

Deborah Henry
February Scribe