

**Library Leadership Team  
Meeting minutes  
January 14, 2014**

Present: Carol Hixson, Gary Austin, David Brodosi, Virginia Champion, Deb Henry, Tina Neville (scribe), Tony Stamatoplos, Jim Schnur (Facilitator), Berrie Watson

Guest: Deb Wolfe

Regrets: Patricia Pettijohn, Kaya van Beynen

Called to order at 2:00 p.m.

**Guest discussion with Debbie Wolfe**

Debbie Wolfe has offered to create a short video about the library in her video production class. The students are not beginners and should be able to provide a useful final product. Shooting would need to be during class time (Thursday evenings). Debbie will provide edited and unedited versions for our use. They will shoot whatever we want to portray as our “story” but may also add a few things to make it more “newsy” for their purposes. Discussion followed on the process and what we might want to include:

- any instruction sessions, workshops, lectures, etc if they occur on Thursday evening
- Possible resources to highlight—laptops, ADA room, comparison of first floor before and after,
- Jim offered historical images
- Carol will provide access to the file of current, informal images
- Theme ideas: “Not your grandmother’s library” “Vibrant and visionary/vital”
- Dates—would like to have the production done by about mid-semester (ideally before spring break on March 9). It doesn’t have to be consecutive Thursdays
- Will also plan to talk to students who are here answering open-ended questions

LLT agreed to send out ideas to Debbie Wolfe by next week

**Announcements**

- Tina announced that the computer furniture is nearly ready to be ordered

**Library web site(Berrie)**

- Berrie noted that the library website has been available from the old web site for some time and he feels that it is ready to launch—the new site will be at: **lib.usfsp.edu**. After a lengthy discussion it was agreed that the new site would come up as the main site on Friday, Jan. 17, 2014. Let Berrie know if you have brochures or other items in distribution that need to have a redirect created.

**Updates from the Dean (Carol)**

- Discussion of the risk management process that is underway with campus administration. All administrators are asked to identify risks by the level of impact to the institution and the probability that the risk will happen. Some possibilities for the library were presented.

**Guideline on Library Guidelines (Carol)**

- The Guideline on Guidelines was approved as amended.

**Emergency room buttons (David)**

- No updates as many of the facilities personnel were on leave in December

### **Study rooms (Virginia)**

- Access services created a form and will be tracking how often students are turned away
- Any fine that already exists and is being used by the Tampa Library may be used without having to be put it forward as a change. Tampa currently charges \$1.00 per hour for late returns on study room keys.
- Carol suggested coordinating all of our fines with those at the Tampa Library since we are able to use the same fine and fee structure as they do without requesting special permission

### **Dissemination of System Policy updates**

- Issue: receiving updates from multiple sources
- Decision: David is willing to continue to send the policies to the entire library without commentary. If anyone feels that a new policy needs discussion, they should ask to have it put on the agenda of an LLT meeting.

### **Priorities for assisting other USFSP offices with research**

- Any request for institutional research information or for information outside of the normal faculty/student research requests should be funneled through Carol for her evaluation and response.

### **Developing seed money grants (Tony)**

- Tony suggested we develop a strategy for locating and responding to grant opportunities. Often the big grants are more possible if they are based on a smaller project that has already been tried
- It would be helpful to discuss our priorities for projects that we might try, think about what partners we might approach, etc
- Carol suggested having a committee that would identify some priorities and some areas that we want to monitor carefully. This would allow us to have a specific plan to move forward on a continuing basis.
- Carol suggested we also survey what has already been done, what connections have been already made, etc.
- Carol will provide a charge for the Grants initiative task group, using a basecamp project site, Tony will be the lead.

### **Travel guidelines (Tina)**

- Tina distributed a proposal for travel guidelines
- Librarians will be allocated a set amount (up to \$700) for professional travel; however, any library staff member may apply for funding. Carol will evaluate individual requests on a case-by-case basis considering its relevance to the goals of the library and the availability of funding.
- All previous commitments and promises for travel still hold

### **TRIO (Tony)**

- Tony met with the TRIO staff to consider ideas on how the library might assist.
- TRIO targets first generation, low income students. There are approximately 200 students in our program at different levels
- Library has already worked with them in the past.

- The TRIO staff values face-to-face contact but is also interested in having tutorials on their web site and are very open to working with us
- They already have a Canvas organizational page where we could provide content (libguides, tutorials, etc)
- Previously, Carol and Tina talked to the Academic Success staff about the possibility of allowing them some consultation space (the reference kiosk) in the library for a specific, limited amount of time, after normal business hours—we could consider making the same offer to TRIO

#### **Public Space Guidelines (draft distributed to all prior to the meeting) (Carol)**

- Suggestions and discussion:
  - Section D: rather than naming specific software programs or operating systems, use something like “uses the most current operating system” “speech recognition software” more generically, then link to a current list—this will avoid having to update the policy as often, just update the link (specific details are important but not in the guideline)
  - Section B, #6, what is the correct name of Poynter Corner? Agreed on Poynter Corner
  - Section 2, statement of policy, change “or” to “and”
  - Suggestions for Assistive Technologies:, currently enrolled student, registered with disabilities services, keys are non-renewable
  - Policy should be posted in the ADA room once it is finalized

Please forward these and any additional suggestions to Carol as tracked changes prior to the next LLT meeting when the policy will be taken to a vote

#### **Update from Online Learning and Instructional Media (David)**

- During the Canvas migrations, DL staff made themselves available to faculty for the equivalent of 291 hours of staff time
- Campus computing replaced computers in all of the classrooms. Not all of them work with the projection systems so they have been busy straightening that out
- First professional development seminar was today at 2:00 topic on Evernote
- Staff printed out flyers, going door-to-door to ask if faculty need support, advertise training, etc

The meeting was adjourned at 4:03 p.m.