<u>Library Leadership Team Meeting</u>
28 October 2014, 2:00 p.m., Administration Conference Room, Poynter Library

<u>Present:</u>   Carol Hixson, Gary Austin, David Brodosi, Marcela Estevez, Deborah Henry, Tina
               Neville, Patricia Pettijohn, Tony Stamatoplos, Camielle Swenson, Kaya Van Beynen,
               Berrie Watson, Jim Schnur

<u>Regrets:</u>   Virginia Champion

<u>Guests:</u>   None

<u>Meeting:</u>   Called to order at 2:00 p.m. by Gary

<u>Announcements</u>

Tina and Tony offered a presentation at FACRL's meeting last week at the University of Central
Florida, while Carol, Tina and Deb offered a poster session at the conference.

Jim mentioned his chapter in the recently published *Small Library Manager's Handbook.*

<u>Dean's Updates</u>

None at this time.

At this time, Deb asked if anyone had volunteered for workgroups of the USFSP Strategic Plan,
Vision 20/20. Volunteers were: Carol (Faculty Excellence in Teaching and Research), David
(Infrastructure to Meet Current and Future Needs), Tina and Tony (Student Success and Culture),
and Kaya (volunteered to assist wherever there was a need).

<u>New Business</u>

Guideline Review: *Requests for Group Library Tours/Instruction by Non-USFSP Groups*

The designation for "Head of Public Services" will be replaced with "Head of Library Research and
Instruction." Discussion followed regarding the maximum number of students/groups we should
accommodate in a request, as well as the minimum number of chaperones/adult supervisors
necessary for school-age groups. Rather than select an arbitrary number, the consensus we arrived
upon was to state that these numbers must be "negotiated when requests are made," due to space
limitations and in accordance with the type of group (i.e., IB high school students versus middle
school students).   References to other appropriate guidelines, such as the library's Code of Conduct,
as well as guidelines for Children in the Library, Food in the Library, and Quiet Zones, should also be
inserted, perhaps at the end of the document. ***Action item: Kaya will revise and the guideline will
be redistributed for review***.

Reserving Library Areas and Poynter Corner Technology

With the increasing number of requests to reserve the Poynter Corner and the recent use of the Café
area, there was conversation about whether there should be a revision of the space request forms
and procedures. Two specific areas of concern arose: 1. Should we create a separate form or amend
the present form to include the Café area?, and 2. Should we revise the process for handling events
in the Poynter Corner now that new technology has been installed?

There was general agreement that the Café area should remain open and not specifically scheduled,
unless the request comes from the Chancellor's Office or directly benefits a library-sponsored event.

For all events in the Poynter Corner approved for non-library groups, we were reminded that *library staff are NOT responsible for setup, tear down, or other preparations.* The appropriate steps for handling of keys to lock and unlock presentation equipment and protocols for signage were mentioned, with a belief that improved signage for events at the entrance and (perhaps with a smaller sign) near the Poynter Corner would be beneficial. Berrie added that Gediminas Paknalis could also assist with unlocking the presentation equipment before an event and assuring that the equipment is secured afterwards, but that such support did not include moving of chairs or other setup. We can live with the present form now, but should consider revision at some point soon. ***Action item: Kaya will investigate the purchase of appropriate signs for the entrance and Poynter Corner to list events, so whiteboards are not taken away from student use.***

IMC Area Update

With the removal of the older "IMC" signage and the rebranding of the area as Online Learning and Instructional Technology Services (OLITS), David asked if we could make sure that we no longer refer to the area as the IMC, since the purpose of that space has changed. ***Action Item: Everyone will look for present references in signage or elsewhere referring to that space as the IMC so they may be changed/edited, if necessary.***

Strategic Plan Update

We should look for appropriate ways to connect ourselves to the recently approved USFSP Strategic Plan, *Vision 20/20*. Since the library's current plan runs through 2014, there was consensus that we should revisit and revise our plan in the near future, perhaps with a retreat similar to the one in 2009 facilitated by Ted Lay. After discussion, this moved towards a three-part process:

1. Determining what we have achieved as evidenced by departmental reports, other documents, and measures in regards to our library's current strategic plan.
2. Looking at the *Vision 20/20* USFSP plan in force and finding ways that we may appropriately craft statements that show the value our library provides to support the institutional plan that governs us since it had been approved by the University Board of Trustees at the September 4 UBOT meeting.
3. Conducting a new strategic planning process, probably through a retreat, that will lead to a new library strategic plan that should define the library within the broad areas of *Vision 20/20* but not be constrained.

To that end, that following deadlines were agreed upon:

December 1, 2014: All departmental reports for/through 2013-2014 completed
January 20, 2015: Editing of reports to tie together significant elements
Early spring 2015, TBD: Interim report of ways to fit within *Vision 20/20* (Item 2, above)
March 2015: Start new planning process (Item 3, above) perhaps with Ted Lay returning

Action Item: All Departmental Reports shall be completed by December 1, 2014.
Action Item: Drafting of the library's 2013-2014 Annual Report shall commence once Departmental Reports have been completed and submitted for review.

USFSP in Wikipedia

The USFSP page in Wikipedia, particularly the section devoted to our library, requires substantial edits. Carol asked those interested to work together to create a shared file or file with tracked changes that could be worked on (offline) so that we can assure that we could review collaboratively. After discussion of this document, at a minimum we could designate someone to edit online our library's portion of the wiki to assure that it is accurate and up-to-date. ***Action Item: Gary will take leadership of coordinating the initial edits of the Poytner Library's portion of the USFSP wiki offline.***

Change in the November LLT Meeting

With our next LLT meeting scheduled for a state holiday (Tuesday, November 11), consensus was reached to move the meeting to Monday, November 17, at 2pm.

Old Business

Noise in the Library

In response to a complaint by a USF Tampa student about noise levels in the library, Carol reiterated that there are some elements under our control. Staff have been reminded to refrain from conversations along the railing of the second floor balcony, for example. The installation of computers on the southwest corner of the third floor will allow for individual (non-group) computer use in a quieter setting, and perhaps the week-before and week of final exams, we can open the lab in POY 218 for use as a quiet environment, with the door remaining open, "no food and drink" signage, the instructor's computer locked down, and a reminder that print jobs must be retrieved downstairs. *Action Item: The Space Committee will evaluate other possible accommodations to ensure that some quiet areas with computers are available.*

With no other business under consideration, the meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Jim Schnur