

Library Leadership Team Meeting
Tuesday, August 11, 2015, 2:00 p.m.

Present: Gary Austin, Kaya van Beynen, David Brodosi, Jim Schnur, Deb Henry (presiding), Berrie Watson, Camielle Swenson, Tony Stamatoplos (scribe)

Scheduled Guest: Kevin Cartmill (not present) has asked us to be vocal about custodial things in the library that need to be done, that aren't. Let Kevin or Deb know directly.

Meeting was called to order at 2:00 pm

July minutes: Approved as written

Announcements:

- Kaya = a Pinellas school remodeled their school media center, influenced by their visit to our library.
- Jim's *Seminole* book be out by Nov. 1st—yay!

Interim Dean's report / updates:

- Dean's search members have agreed to serve—Kaya, David, Gary, Zeynep, and Tina
- FAIR news: currently looking for a replacement, which will be off-the-shelf project
- The Biology Department is proposing a new master's in biology.
- Dr. Kathleen Moore hired for SACS consultant
- Redoing 4 classrooms in Davis and Coquina
- Visiting Dean in CAS= Jeff Cornelius
- USF System Academic Resources <http://vps-ugsprod.forest.usf.edu/> Central repository for all system-level academic information. Deb talked to Todd Chavez, Interim Dean of USF Tampa Library – Discussed issues of mutual concern, would like to be more collaborative with us; If anyone wants to get back on the USF Library System list, let Deb know.
- Need a scribe for the Oct. 13th LLT meeting

Old Business:

- Kaya presented an update to planning for the Ithaka Survey:
 - “Moving forward.” Need to make some decisions. 1st option: sent internally (i.e, we send), or 2nd, they send from their site (with gets a better response. Berrie and Kaya will meet to discuss and decide.
 - Incentives? Different between students and faculty. Options: t-shirts, mugs, for students? Faculty raffle?
 - Possible schedule? Mid-September to early October; before midterms

- Emergency Plan for the library – Patricia, Gary, Virginia, Tony: Each member is working on re-writing sections of plan.
- Vision 20/20– review: Tabled for today. Please review file that Deb sent out. By Sept. meeting, get any comment to Deb.

New Business:

- Reporting in sick: Who do we call? Suggested that service desk (3-4405), Deb will confirm with Virginia; each dept. can have additional procedure, e.g., call supervisor
- Exhibits and Displays Committee: Camielle: USFSP “community display case,” new guideline 7-30-2015; Approved as of today (08-11-2015)
- POY 218 update – Berrie: Computers all installed; monitors will be installed after painting is complete; Berrie will inform Deb when complete—anticipated by first day of Fall classes
- Space Committee update: Tabled
- OLITS: Progress on renovation; DL guideline –David presented the DL guideline for faculty support for online learning training. Got final approval for furniture; to add carpet in the production room; painting as soon as 218 done; got last quote for tables (20 people per table?)
- Applications for the Instructional Designer position; in process of interviewing; hope to have someone by 3 weeks.
- Symposium planning is progressing
- Diversity Committee – Tony is chair and the committee will meet in the next couple of weeks

The meeting was adjourned at 3:56 p.m.