

**Library Leadership Team Meeting**  
**Tuesday, July 14, 2015, 2:00 p.m.**

**Present:** Deb Henry, Virginia Champion (Leader), Gary Austin, David Brodosi, Tina Neville (scribe), Patricia Petti john, Jim Schnur, Tony Stamatoplos, Kaya van Beynen

**Regrets:** Camielle Swenson, Berrie Watson

The meeting was called to order at 2:03 p.m.

May minutes

- The may meetings were approved as written

Announcements

- Jim announced that there will be a TedX talk on campus on November 13, 2015— planning still underway.

Interim Dean's Report - Deb

- Dean of Library Search: Olivia Hodges has agreed to chair the search committee. Deb will be meeting with her later this week. The rest of the search committee will be named later.
- Campus news / updates:
  - 4 major searches underway: COB Dean (chaired by Norine), RVCAA, Library Dean, Student Affairs RVC
  - Bill Garrison recently resigned as Dean of Tampa Library, Todd Chavez will be the Interim Dean and has already contacted Deb about meeting
  - Carry forward for this year will be returned to administration. Deb has sent a request to the RVCAA about keeping some of the monies for the library.
  - USF Sarasota and USFSP have been looking at software called College Scheduler as a replacement for OASIS. Deb and David provided some information on the advantages of the new software for students and retention. Training and support will be available if they go with the new software. USF Tampa is not planning a change.
  - Campus is looking for proactive ways to increase the diversity of faculty and staff.
  - Administration welcomes suggestions for 2015/2016 goals relating to the strategic plans and performance measures.
  - The campus is planning to draw back from the Healthy Workplace guideline as a policy because there are already rules relating to this in place but they plan to create action items and training to enforce these rules
  - Fall convocation—bigger than summer convocation so parent's breakfast may not be in the library. If it is scheduled for the library, we may want to consider closing on Saturday so they can set up and opening only 1-5 on Sunday.

**Action item:** David will contact Guy to see if they have any figures on how many people can be in the library at one time

#### OLITS layout and design suggestions – David

- Has proposed a phase 2 to have additional 3 office spaces added to the area between the other OLITS staff offices on the south wall. These offices will be used for TAs, GAs, and faculty who are working with OLITS staff. The assignment of the offices will be assigned and coordinated by OLITS.
- Sound masking has been installed to the OLITS area
- Phase 3 (not yet requested) could add a few more offices near the studio on the northwest wall as well as a conference room if needed.
- Also planning to update the production room with carpeting and paint for use by OLITS and library staff.

#### Announcements from OLITS – David

- Planning a 1 day spring symposium (February) with a big name speaker and vendors. Will also include some lightning (type) talks. Will have seating for faculty, students, and the public.

#### Advertising DL student services

- Deb had received a question about whether there is a central source for students on services for online learners. Gary has a LibGuide already created that can be promoted to any online faculty.

#### Departmental annual reports for 2014-15 – Deb

- Kaya will be coordinating the collection of the annual report data and text—this will be particularly important to have for the new Dean
- We will be having 26 copies of the “fancy” annual report copied to give out

**Action item:** Deb asks that you have information to Kaya by October (using the same form as last year) so the report can be written by December

#### Deserted Bags in the Library and Police Response – Virginia

- Virginia reports that the incidents have slowed down. Police recommended the signage (which has been done) but weren't particularly eager to pursue bag collection. If it starts up again, Deb will contact the Chief if needed.

#### Non-library initiated displays – Kaya (Camielle & LeAnna)

- Kaya saw a public library that allows the public to “check out” a display case. With appropriate guidelines we would like to suggest that a USFSP faculty, staff, or students could create a display. They propose the display case that is flat that is kept near the computer monitor by the stairs.
- They also suggest re-convening the Display Committee to help coordinate what will be going into the display cases including the non-library requests. Anyone (library or non-library) will take their requests to the Display Committee who will monitor a calendar and assign dates as appropriate as well as assigning responsibility on who will create the display. Kaya will attend the first meeting. The charge of the committee will include creating a form for non-library applications, advertise the form, coordinate the calendar,

assign responsibilities, and come up with ideas for displays when there is a gap in the calendar.

**Action item:** Please contact Deb if you are interested in being on the Display Committee and she will convene and charge a new committee. Deb will also send out a general invitation to the full library staff.

Library's multicultural and display committee's volunteers – Kaya and Deb

- Diversity committee right now is made up of Kaya and Cynthia. If the committee is to continue they would need a new charge and additional members. As a member of the campus diversity committee, Patricia strongly encourages the library to continue this library committee. Deb will also send out a general invitation to the full library staff.

**Action item:** Please contact Deb if you are interested in being on the Diversity Committee and she will convene and charge a new committee.

Requests for library space - Deb

- We have had several requests from outside the library to use library spaces in the future. Deb asks that we all send anyone with a space request to fill out the form. If they have questions, contact the person listed as the contact for that specific space to ask their questions. Too often faculty, staff, and students ask their library “friends” for information—we need to keep things consistent and following the guidelines that are set.

**Action item:** Everyone—send requests to either the space request form and/or the specific contact person for the space area in question.

Campus Master Plan – Deb

- The Powerpoint of the presentation is available in the LLT shared folder.
- The library is not included for any kind of renovation. The Space Committee is working on preparing some interior and exterior remodeling suggestions that will be ready for presentation whenever an opportunity arises. In conversations with Development, Deb was told that donors like to give to libraries and prefer to have something they can “see.” This will also have some specific ideas ready for the new Dean.
- The comment about “co-locating” student services by the library just means that all student services will be located in one area.

Dean's Blog – Deb

- Deb is planning additional entries but asks anyone who is working on interesting projects or finds an interesting article to promote, she would be more than happy to allow you to use the Dean’s blog as a platform. She welcomes guest blog articles. Keep this in mind and contact her if you are interested.

Library Disaster Plan/Emergency Planning

- Tina was asked about the availability of a library disaster plan and noted that the only one on record is very old (2009).

- Gary volunteered to chair an ad-hoc committee to review the old guidelines and decide what is worth keeping and what should be updated. Gary is the library safety officer and Tony is part of the campus emergency planning group. Will need to verify accuracy by contacting other library staff and the campus police.

**Action item:** Gary will chair. Tony, Virginia and Patricia volunteered to work with him on a revision. The revision is copied to the LLT folder. Deb asked that the group bring a revised draft document to LLT by the September LLT meeting.

#### Library events & USFSP 50th anniversary activities – Kaya, Jim & Deb

- Jim has entered a proposal for a USFSP by the Decades series that he and Sudsy would create and coordinate. Would have people from the era come in and be interviewed/hold a conversation. General agreement with LLT that this is a good idea but Jim needs to coordinate dates with Kaya. She noted that the 50<sup>th</sup> anniversary is not asking for control but is giving funding to have bigger events. She recently received funding from them to bring in Jose Godinez Samperio and offered to help Jim write up the proposal for catering for his events.
- Kaya presented their proposed schedule of all library events for the fall semester. They are still open to other suggestions. Deb has also provided a small concession fund that will allow us to make some of our other events a little nicer.
- Not doing the graduate reception this year because of limited attendance in the past (by students). Kaya has been asking others on campus for alternative ideas. One suggestion is to have a well-known speaker come in for a focused event.

#### Room reservation system - Berrie and Virginia

- Berrie is proposing that we look into LibCal (Springshare). Plans to use the free demo version and see how it goes. Virginia is considering not having room keys checked out at least to start.
- Would need to make sure all rooms can be viewed from outside for closing purposes. There may also be non-students who would use it at slower times.
- Tina mentioned that she has access to the demo account for LibCal that she can send to Berrie and Virginia

#### Travel arrangements (Faculty & A&P) – Deb

- Deb reminded LLT that the P-card reservation system isn't working well for travel. She is asking that everyone use their personal credit cards to make their own reservations. If you get your receipts to Zeynep immediately, you should be reimbursed by travel within a few days.
- Deb reminded everyone that the form for travel is in the LLT shared folder. Both faculty and staff need to fill out the form and send it to Deb.

#### USF System Digital Communication Policy – Deb

- Deb shared the policy previously. This policy does not affect our domain names but it may affect our web site content including blogs and related content.
- The policy is still under discussion within the system.

Vision 20/20 and the Library: initiatives – Deb

- Deb has not received a lot of comments on the current plan. Perhaps we have worked too hard to have something for every point. She asks for a couple of volunteers to edit what is there and then bring that back to LLT. Kaya and Tina volunteered to help Deb on this project.

Work Request for locks on Outer Library entry doors – Virginia

- No longer an issue. A work request has been sent in to get locks on the outer doors.

Old Business for Discussion

- No old business for discussion.

The meeting was adjourned at 3:52 p.m. August 11, 2015 LLT meeting—Deb is the leader and Tony is scribe.