

Minutes

Library Leadership Team

Tuesday, June 14, 2016

Present: Deb, Tina, Berrie, Kaya, Virginia, Camielle, Tony, Gary, Patricia, Kristine.

Regrets:

Call to Order Time: 2:03pm

Scribe: David

- I. General announcements
- II. Updates from the Dean
- III. Committee updates:
 - a. Diversity Committee
 - b. Events
 - c. Exhibits
 - d. Space Committee
- IV. New Business
 - a. Textbook Policy (Deb)
 - b. Progressive Discipline (Deb)
 - c. Canceling Classes and Campus Closure (Deb)
 - d. Library Collaboration with the Career Center (Tony)
 - e. Ant/Art Display Deby Cassill (Camielle)
- V. Old Business
 - a. Security Gate Update
- VI. Next Meeting
 - a. July 12, 2016
 - b. Leader: Tina; Scribe: Virginia\
 - c.

Camielle - **Meeting called to order at 2:03**

General Announcements

- Jim – working on LGBT local publication collections. Three collections, including “Womyn’s Words”, will be delivered to campus over the next few weeks. More info to come.
- Update on collection move to Harbor Hall - old safe room for Dali. Still waiting for keys and final approval to move in.
- Berrie – Ricoh printer moved to staff area. Will provide training to staff at a later date.
- ILS implement working groups discussion launch- July 17th
- Kaya, Camielle and Jim announce that they have a book chapter proposal accepted. The subject is on student research colloquia at the library.
- Kaya has been promoted to full librarian.

Dean's updates provided to staff:

- Various issues/updates across campus.
- Collaboration with USF Tampa's College of Nursing in 2018 – 5 year program.
- Budget requests for library has moved to Chancellor's desk.
- KTCOB – ST Pete incubator program proposal submitted.
- Graduation guidelines to be updated. Walking vs graduating.
- USFSP COE partnership with Eckerd College program.
- Orientation for all new BOT folks.
- EMS to be moved to entire campus for testing. Currently used by (who???) or just deleted

Committee Updates

Diversity committee- Tony recognized the great work with the displays down on first floor. Excited about upcoming events.

Events – No new updates. Just please be sure to attend and show support for the library's LGBT movies. Patricia provided information about the movie events.

Display committee – Updates about pride displays on first floor. Discussed next months display, artwork and the possibility of the artist selling artwork. It was agreed that it would be best to have artist leave contact information for communication outside of the library.

Space committee – Still have three tables that need to be moved to second floor. OLITS will assist with relocation.

New business

Textbook project – Discussion about Legislation input on textbooks and impact on campus. Concerns about options/ or what USFSP can provide without conflicting with Barnes and Noble. Further discussion was had about collaboration with other USF System departments and what needs to be reported to BOT and BOG.

Progressive Discipline – Provided information about the current process and that USFSP will be reviewing and releasing a new process that will be used for faculty and staff. New guidelines will be shared with everyone along with documentation that will need to be used. Example letters, etc. will be provided for supervisors.

Cancelling classes and campus closure – With recent tropical storms closures, USFSP feels that updating guidelines is needed relating to cancelling classes or closing the campus. USFSP personnel are reminded that they can take leave whenever they feel that they need time off due to pending weather. Further discussion was had about how library staff should proceed and respond to questions about closures.

Library Collaboration with Career Center – Tony mentioned that he was asked about collaborating with the library to assist with student success efforts. Perhaps a "career cove" was mentioned. Pros and cons were discussed. Tony wanted to get this on everyone's radar and will discuss with new dean after

her arrival. Tony and Kaya will work together on language and ideas to present to the LLT and dean of library.

Ant/Art Display – John Harte and Deb Cassel wanted to collaborate with a display with “Bug Art”. Samples were provided and discussion took place about the possibility of a live “ant farm”. Given that we already have a bad rodent problem, the discussion lead to the conclusion that a live farm wouldn’t be a good idea. Safety of John Harte drawing’s was discussed and determined that they will be displayed in a lock case.

Old Business

Security Gate Update – Product will be shipped in June 17th; installation on June 27th. Virginia will provide training after install. It doesn’t appear to be a difficult install. No foreseen issues.