

## MINUTES

Library Leadership Team  
Tuesday, December 13, 2016

Present: Gary Austin, David Brodosi, Catherine Cardwell, Virginia Champion, Camielle Crampsie, Deb Henry, Karla Morris, Jim Schnur, Tony Stamatoplos, Kaya van Beynen, Berrie Watson, Christine Dunleavy and Brenda Wayne. Tina called in via telephone conference call.

Call to Order Time: 2:00PM

I. Minutes approved from November 8, 2016.

II. General Announcements

- All Library Staff Meeting to be held on Thursday, December 15, 2016 at 2:00PM, Poynter Corner. Please encourage your staff to attend. Presentations regarding Faculty & Staff Campaign (Kaya and Karla), SOCAT (Jamie Molnar) and the Wellness Center (Victoria Beltran).
- USF Planning online meeting on Thursday, January 5, 2017 at 2:00PM. Location TBA (Nelson Poynter Memorial library). All are invited. This is USF St Petersburg library faculty and staff's first presentation and overview of USFs Innovative Sierra/Encore Duet. Migration is set for July 2017. NPML
- Strategic Planning Retreat (all library staff) on Thursday, January 26, 2017 from 8:00AM to 2:00PM, venue TBD. We will be working with our consultant (Lisa Hinchliffe) and the NPML Strategic Planning Committee (Cathi, Berrie, Kaya, Karla and Christine).

III. Updates from the Dean

- Update on Housekeeping/Maintenance in the library: The AC will be kept on during school breaks. Cathi and Brenda met with Housekeeping supervisor. Housekeeping and maintenance reminded to keep voices down. There will be a deep cleaning of all bathrooms before semesters start, beginning with spring 2017 and replenishment of supplies. Vacuuming, trash removal and general cleaning discussed and hopefully will improve. Staff lounge on the third floor -housekeeping was reminded to take their 15 minute breaks and ½ hour lunches on schedule and cell phones call taken outside of lounge. Cathi to work with John Dixon, Director of Facilities, to have extra housekeeping available to work the two weekends before exam week. Still working to get electrical outlets outside of Deb and Tina's offices permanently sealed. Brenda to meet with Housekeeping supervisor on a monthly basis.
- There are interesting academic opportunities in China - if you are interested, please contact Cathi.
- We hope to hire a Student Tech Assistant by spring.

IV. Committee Updates

- Diversity Committee - no updates.
- Events - 20 events and 950 participants this year

- Exhibits - no updates.
- Space Committee - no updates.

#### V. OLITS Updates

- During the transition to the new KTCB building, faculty are invited to come by OLITS.
- Poynter Lab will open in the spring
- Bay to Bay Learning Symposium on Friday, February 10, 2017 from 9:00AM to 4:00PM - attendance is good.

#### IV. New Business

- Budget - Please add your requests. Various items discussed: Finish carpeting library, add and update study rooms, unisex bathroom (2<sup>nd</sup> floor), library entrance doors, classroom support position (OLITS), FWS student for Patricia, review Deb's position line.

#### V. Next meeting on January 10, 2017.

Minutes

B. Wayne

12/13/2016