

Library Leadership Team Meeting

17 August 2009, 2:00 p.m., Administration Conference Room, Poynter Library

Present: Carol Hixson, David Brodosi, Marcy Carrel, Virginia Champion, Allison Etzel, Deborah Henry, Tina Neville, Jerry Notaro, Patricia Pettijohn, Kaya Van Beynen, Berrie Watson, Jim Schnur

Regrets: None

Guests: None

Meeting: Called to order at 2:09 p.m. by Carol

Recognition of Marcy's Service: The meeting began with an acknowledgement of Marcy's many contributions as a member of the Poynter Library faculty. Marcy's last day will be September 4. Shortly after Labor Day, Marcy will move to Washington DC to begin her duties as a "Technical Information Specialist" with the Peace Corps. This position oversees a network of field libraries operated by the Peace Corps and supports the information needs of field staff and volunteers worldwide.

Dean's First Impressions: Carol remarked that this library has "incredibly hard-working, dedicated" librarians and staff, and is a place with high energy and high creativity where employees have accomplished a great deal with limited resources. She recognizes the need to support research, professional development, and professional activities. Carol also mentioned that she hopes to have individual meetings on a regular basis (perhaps monthly or semi-monthly) as she becomes more familiar with operations and procedures in the various areas of the library.

Group Meetings: Historical Purpose and Involvement: Carol asked for background about the format for "Librarians' Meetings" before her arrival. What is the group? What has it been called? How often and when has it met? Although called "Librarians' Meetings" in the past, membership has included non-librarian managers for the past few years as library operations have become more diversified and non-librarians have handled a greater number of managerial responsibilities. A consensus agreed that the phrase "Library Leadership Team" best describes the composition of this group: it reflects the reality that all of those in attendance regularly assume leadership roles in their daily tasks, their areas of responsibility, and/or in the departments they oversee. We have traditionally met on the second Tuesday of the month, usually at 2:00 p.m. We will maintain this meeting schedule for the short-term.

Freshman Convocation: This event is scheduled to take place on Sunday, August 23, at 2:00 p.m. Margaret Sullivan encourages faculty attendance, with business attire. Carol will be there and hopes others can participate if their schedules permit.

Reduced Reference Desk Staffing: This agenda item comes in response to a request by the Library Faculty Council to reconsider staffing of the desk during slower periods. The plan would be to have weeknight reference desk coverage come to an end earlier in the evening, perhaps 7:00 p.m., 8:00 p.m., or 9:00 p.m. Concerns were expressed regarding the issue of security, the availability of an additional employee, and other coverage issues. Implementation of this plan would allow for librarians to cover service points at the hours of greatest demand, while freeing them from desk duty during slower periods. Still uncertain at this point is whether or not Student Government will fund the Safe Team for the fall semester. Also, while everyone agreed that the presence of a librarian was not the same as a security officer, there was an understanding that having another employee in the building did provide an extra set of eyes. Various plans were discussed, including restricting building access to those having an ID in hand, limiting access to upper floors after a certain hour, and having a second security person to roam the building. Issues of access and civil libertarian concerns must be balanced with a need to present a safe learning environment for our students and faculty. After much discussion, Carol outlined a plan of action:

1. Carol will investigate the availability of carryover funds from the last fiscal year, to determine if sufficient funds exist for the possibility of hiring a second guard for three hours on weeknights.
2. Jim will compile and organize information about past incidents involving security in the library. Others were encouraged to send information about specific incidents to Jim. This background information, coupled with crime report statistics for the area surrounding campus, will allow Carol to share the importance of library security matters with the administration and change the focus from this being a "library issue" to it being a focus of campus-wide significance.
3. Jim will provide any articles from the *Crow's Nest* about specific incidents.
4. Carol will investigate the possibility of creating a campus committee or focus group that includes membership from those outside of the library (including Student Government) to place this matter within the broader perspective of the campus.

Virginia concurred that the presence of a second guard or staff member would address some of the staff concerns about not having a librarian available during evening hours. All agreed that concern for the safety of staff and patrons was a high priority. Vigilance and prevention are much better than an expensive lawsuit that might result from neglecting to consider safety conditions within and around the library.

Reduced Building Hours: Carol then brought forward another proposal that had originated in Library Faculty Council: the reduction of Saturday hours. At the present time, the Poynter Library is open from 9:00 a.m. until 5:00 p.m. on Saturday (Tampa is open from 10:00 a.m. until 6:00 p.m.) Jim noted that Saturday mornings tend to be slow, with traffic consisting primarily of non-students until about 11:00-11:30 a.m. Afternoons do get busier. Jim added that some of the weekend traffic in the library is the result of the Computer Center being closed on weekends. Carol noted that any reduction of hours will probably face objections from the administration unless we can provide definitive evidence that warrants this decision. Jim agreed to start tracking the number of patrons on Saturday mornings and to compile data about usage patterns. Evening librarians (assuming we have librarians until closing) were also encouraged to keep track of numbers after the initial evening rush in case further budget cuts require reconsideration of hours.

Additional Hours for Security Guard: As mentioned above, this will be considered, depending on budgetary funds available.

Vacancies: Carol will investigate whether or not we will be able to fill Marcy's position. Assuming that we can rehire at a similar salary level, the next decision will be to determine the highest priority for this position. Is it a reference librarian, or perhaps someone to assist with Systems or Distance Learning? Patricia stated that Collection & Technical Services has lost one faculty and two staff lines, and asked that her departmental needs be considered. Carol encouraged those in attendance to share their thoughts on the areas of greatest need so that we may have a conversation about the best way to move forward. Beginning in the fall semester, Deb and Tina will split faculty liaison activities with the College of Business and Tina will arrange a schedule Sunday desk coverage.

Announcements: David announced that plans are moving forward for the College of Business to vacate space in Bayboro Station by November. Also, some classrooms (such in Piano Man) will be converted to office space because we have more physical classrooms than needed for PECO funding. Details to follow as the semester progresses.

Carol will call an interim meeting to cover other matters on the agenda, including: Marketing of Library Services, Strategic Planning, Learning Commons, and Role of Dean of the Library. Date and Time: To be determined

Next regularly scheduled meeting: Tuesday, September 8, at 2:00 p.m.

Meeting adjourned at 4:10 p.m.

Respectfully Submitted,

Jim Schnur
Library Leadership Scribe