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## Library Staff Meeting : 1997 : 04 : 14

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## **STAFF MEETING**

**April 14, 1997**

### **Diversity 2000**

It has been requested by Tampa that we create a plan whereby we can increase the number of ethnic minorities on our staff and faculty. This would include setting goals and planning ways to meet them. Lanny will study the Tampa campus library's plan to see if it would be applicable for our use.

### **SAPL Book Sale**

Barbara reported the sale was almost as successful as last year.

### **Continuing Problems with our building**

Our building has a one year warranty which expires in August. If anyone knows of any problems that should be addressed before the end of the warranty period please let Lanny or Barbara know as soon as possible. Some continuing problems have been:

- Nonworking soap dispensers in the rest rooms

- Buzzing lights

- No manuals for the alarm system

### **AV Golf Cart**

The fire marshall has advised us that the golf cart cannot be left in the stairwell outside circulation.

### **Security Concerns**

Signe reported that two men locked in the building last Saturday merely unlocked the glass exit doors and walked out, which meant she had to go back inside and relock the doors. If they had exited after the staff had left, the library would have been unlocked. It was suggested that we get keyed locks for these doors.

Three women were found wandering in the stairwell next to circulation last week and had to be shown the exit on the first floor by staff members. There is now access to our building through the solid door off the bridge, but no exit from the stairwell except through the first floor door.

### **Broken Lock**

The door between Circulation and the elevator has a defective lock. When a key is inserted in the lock it cannot be removed. That door is left unlocked at all times. Please do not insert a key in this door. It was suggested that something be placed over the lock to remind everyone not to insert their key.

### **Doors that need locks**

David suggested that we determine where we have doors with locks that are in areas that do not need to be locked and swap them out with doors on the research rooms on the second and third floors that need locks. Physical Plant will have to be contacted to see if they can change the doors. David volunteered to come up with a game plan.

### **Technical Services**

Signe announced that two part-time workers will be working in Technical Services. James Thomas and Brandy Stark will each be working twenty hours a week.

The mail deliveries have been very erratic lately. We have been told by the mail room it is due to late deliveries of U.S. Mail. This has caused a delay of perhaps a day in processing periodicals and newspapers.

Also, the new employees in Tech Services will be trained to sort and distribute the mail in the afternoon. Everyone is being asked to leave the mail for Tech Services to sort unless you are looking for a specific item in the mail.

### **Circulation**

Jackie Jackson reported that Circulation now has three good OPS workers.

### **AV**

Dan brought up the need for mud mats to be placed over the carpet on the second floor entrance from the bridge to avoid leaving mud on the carpet from carts used to transport equipment. We will also alert Bayboro Hall that they will need mud mats on their side.

### **Next Staff Meeting**

May 12, 1997 at 2:00 P.M.