

9-21-1993

## Library Staff Meeting : 1993 : 09 : 21

Nelson Poynter Memorial Library.

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A date for the next meeting hasn't been set.

#### THE MINUTES OF THE SEPTEMBER 21, 1993 STAFF MEETING:

The monthly staff meeting began with Mary announcing the meeting will be a combination of the regular staff meeting and the Librarians meeting. The September 20th Librarians meeting was cancelled.

#### EMPLOYEE EVALUATION WORKSHOP:

The agenda began with a discussion of a possible workshop on employee evaluations. The workshop will be for supervisors only.

#### VOICE MAIL:

Jerry discussed the options and cost of adding a voice mail system to the Library phones. The media center could possibly be a test site for this system. The voice mail system is programmed to answer the phone after 3 1/2 rings. Each department can program a personal greeting. The calls will still be received by 9123, the voice mail will begin when the personal extension of the person or department is dialed. The estimated cost for the system is \$5 start up and \$3.50 monthly, the cost is for each line activated. The staff voiced a concern about the 3 1/2 rings.

#### DEVELOPMENT CONSULTANT:

Mary discussed the Dean's approval of a fundraising plan for the Library. The plan is based on a goal of 2.5 million dollars in 3 years. The money will be divided three ways: One million will be for an endowment, five hundred thousand for development of collections to be divided in five areas, the remaining will be spent in a professional library position (maybe special collections). Mary stated that the Library has raised about \$12,000 toward this goal. Toward the end of October a Development Consultant, who specializes in Libraries, will visit USF. She will submit a written proposal on ways to develop fundraising.

#### GIFTS:

Mary announced that a sizeable amount of In-Kind Contributions was made to the Library.

#### LIBRARY BORROWING PRIVILEGES & SAPL MEMBERSHIP:

A discussion on the borrowing privileges of SAPL members was opened. The five items of circulating materials that SAPL members can borrow now will include media. Anyone who pays a \$50 guest fee will be enrolled as a SAPL member. They will receive newsletters and renewal notices each year. There are 160 paid SAPL members to date. Jackie S. stated that she is working on a message to be placed in the LPEL record of SAPL members,

so they can be identified. The message will appear on the screen during check-out. Tina opened discussion on alumni borrowing privileges of Rec materials. The decision was that alumni members won't be able to request Rec materials.

#### ORAL HISTORY COLLECTION:

Jim discussed the progress he has made on the underground newspapers. The newspapers are shelved upstairs in the conference room in boxes by title. The collection will be viewed in the conference room. A collection of Southern oral history tapes were donated by Ray Arsenault. There are two boxes of tapes divided by color : green=copy and pink=master. The pink copies are only to be used when a green copy needs to be replaced. The tapes are security stripped and come with a written annotation. Jim has created a database on Q & A to accompany the collection. The database can search materials not available on LUIS.

#### ANNOUNCEMENTS:

Signe announced the recent problems with NOTIS is attributed to the increase of terminals into the database . She suggested several solutions to the problem: each terminal that isn't being used regularly should be logged off after each use, and she suggested searching in NERLUIS instead of NERNOTIS.

Kathy passed out a list of microfiche and film used in research history as a way of knowing where everything is located.

#### OTHER:

Mary stated that construction on the new building is not scheduled to begin until March of 1994 and the move-in date is scheduled for the Fall of 1995.

Jerry discussed the shifting of the videotapes over one row to make room for the growing collection. He also stated that Sincich's tapes can be checked out anytime by the Monday class because of problems with the live feed.

Kathy gave a slide presentation on SOLINET Book Preservation. The slide showed helpful ways to preserve books. The presentation gave good examples on how different techniques in shelving, handling, storage, lighting, trucking, and stamping can damage books and cost libraries money.

The meeting was adjourned.