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Librarians' Meeting: 1993 : 02 : 15

Nelson Poynter Memorial Library.

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Mary handed out charts and documentation on Staffing and asked that librarians review and return with comments.

Planning Process Updates
MUST DO:
New Building -- architects are still reviewing. Mary will get together next week with Ted Nedderfield on configurations. She thinks the architects may be talking already to furniture firms. There is still nothing firm re starting date. Therefore, the March 15 furniture deadline is moved to the beginning of April. So, Mary urged, do some generic figuring on new furniture; get ideas from outlines.

Outcomes Assessment -- The Library Mission Statement was rewritten as a goal of the campus, by request of Winston Bridges. Mary checked with Ann Prentice on the change and Ann agreed it was OK.
CDROM Policy is complete.
Reference Policy is under review.
Professional Development -- Mary’s is still at Dean’s office. She is looking forward to getting all of librarians’ self-evaluations. Deb asked about Merit Pay review and brought out the fact that we are often not made aware of its timetable. Mary will contact Sonia Garcia. Travel Policy will be done next year. Mary said the Dean hopes to give us a travel budget.
Emergency Planning -- nothing new -- To Do.
Collection Development -- Kathy handed out draft for review and comments. She would like Deb and Jerry to state their guidelines on marine science and audiovisual collection, respectively.
Online Search Policy was dispersed at last month’s staff meeting. Deb will wait one month for comments and possible additions.
Approximately half of the fund for database searching has been expended.
Serials Review -- Mary and Kathy will get together on this.
Library Development Plan -- completed.
Staff Development -- ongoing. Five members of the staff are taking leave on Friday to prepare for weekend workshop, but they have made successful arrangement so that it is not causing hardship for the rest of the staff.
SACS -- Tina says the survey is completed.
Reference Survey -- Signe is reviewing data. She reports that it is not a flexible instrument. Categories cannot be changed and the extra question cannot be included. Signe felt that the number of surveys collected, approximately 112, was sufficient. Most were overwhelmingly
positive. Mary asked that Signe give a summary report, possible at the March meeting.

ILL -- Tina was tentatively scheduled to give a report on that survey in April.

Weekend statistics -- Jackie J. asked that we discontinue this survey because of lack of interest. Mary asked for a report so that she can take information to the Dean as an example of the services we offer.

HIGH Priority, CHALLENGING:

Database sources -- Mary asked that each librarian review CDROM needs, prioritize and recommend those desired to Kathy for possible purchase.

Automation planning -- Mary discussed her visit with the Dean on this subject. With his approval, she is going to take to Jim Corey the idea of FCLA's assistance with producing a prototype for the new building. Letters of introduction are going out next week. In the same talk, Mary said the Dean was aware that no budget transfers had taken place yet to the Library's account.

LUIS terminal printer placement -- Jerry stressed the need for printer(s) for LUIS, preferably single page feed, as opposed to continuous feed, with students supplying paper.

Upgrades -- Deb will pull together information. Mary urged Deb to send one more memo to Mike W., giving him a maximum of 2 weeks to reply. The Dean has encouraged our own purchases of software. Deb reports problems with DIALOG and FIRNMAIL since Mike and Joe came in 10 days ago. Mary said her printer and keyboard have not been working properly, either. Re some confusion about OCLC, Tina and/or Signe will memo Mike and copy Mary.

MEDIUM Priority, EASY to accomplish:

Faculty orientation -- in connection with the demo of online procedures to students, the feedback indicated it went well.

Honors program -- good reviews on this. Prof. Carr was told, however, that there are limited funds for students for database searches.

Public Relations -- the Dean has indicated again that he is willing to hire development position and is presenting the idea to the Tampa campus for funding.

MEDIUM Priority, CHALLENGING

Collection preservation -- Deb says specialist should check out fragile items in the Briggs collection. Those items in the collection that are in good shape have been going over to Tampa for cataloging.

Grant for Garrels Collections -- Deb has been gathering information. Mary needs some input if getting together with Jim Corey.

Internships and grad assistants -- Mary has researched and found that the library pays for these positions. The
Dean might fund if we create a job description for 10 or 20 hour OPS position.

Organization Chart review -- Mary illustrated the organizational makeup for the new building. The staffing needs on the chart reflect the addition of four major library services and the doubling of library space. Existing services also have doubled. There were several unanswered questions in connection with the organizational setup, such as Ann Prentice’s position and the reporting structure and composition of the Library Council. Mary will report back on the latter after attending the latest meeting of the Council.

The condition of current security practices was discussed. Mary stressed the importance of calling for escort service for the late night staff. Deb reported that a call at 9:45 will get no answer. Mary asked that this be documented. Jackie J. said that patrols through the library have dropped off significantly, especially on weekends.

Announcements -- Kathy asked if there were any computer book needs that she could use Book OCO for -- the deadline is approaching. She is working on a display for ALA 1994 which will include the Briggs collection as a library treasure.

Jackie J. reported that there is need for at least one more LUIS terminal. Signe said FCLA is no longer a good source. The suggestion was made to have PS2 or PC doing dual duty; Signe will look into this. JJ will find a good location.

Next Meeting has been scheduled for Monday, March 8 @ 2:00.

(Agenda attached)