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Library Staff Meeting : 1995 : 07 : 18

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Staff Meeting Minutes 7/18/95

The meeting opened with a welcome for Ed Sanchez to his first staff meeting. A potluck was suggested for the next meeting.

Lanny shared what news he had concerning the Budget for the next year. He stated there will be \$3.9 million for USF as a whole. \$329,667 has been allotted for the library. This figure is 7.34% less than last years' \$355,176.

Jackie gave an update on Circulation. She began by reminding everyone to be sure to punch the last 4 numbers of you Social Security number into the cash register and hit the No Sale button, before each and every transaction. Also discussed were the procedures for opening and closing. Jackie asked that the librarian and staff member on duty double check each other to make sure all steps are completed. Susan has made a new folder for Shelf Reading that needs to take place from now until the beginning of the Fall Semester. She asks that everyone pick a section to work on. When finished please note it on the Shelf Reading Chart that is located on the Circ desk.

Deb would like everyone to let her know in what form they would like to receive the Newsletter. It can be e-mailed to you or she can place a paper copy in your box.

Security was the next topic Deb brought up. In the newsletter she sighted an article in the July/August 1995, College & Research Libraries News entitled, *Coping with library incidents*, by Ilene F. Rockman. The article discussed the problem of safe libraries and the way one library approached the situation. Deb suggested we try something similar to what they did and think up possible scenarios where security or the lack of it was a problem. These scenarios can then be used for to think up ways to handle each situation and create a contingency plan. After the scenarios are discussed it was suggested that we invite an expert to expand on the ideas proposed in the previous meeting. She asked that if anyone has a scenario idea to please give it to her and she will compose a list.

Last weekend while Deb was on duty a person came up to her complaining about two people who were upstairs using their Cellular phones. The person said the people were talking loudly and disturbing the other people who were studying. Deb handled the situation but realized that we really don't have a policy for such a predicament. Jackie mentioned that there really wasn't even a policy on talking in general. It was decided that we needed an official written policy that designates the upstairs as the QUIET ZONE!

Jerry gave a quick run down of the A/V department adventures. He told us there would be twice the Sinchich classes and another class by another professor. He said that we would get to set the rules this time around and there would be no tapes on the Reserve desk. Jerry assured us there would be numerous times for the students to view the classes and the replays. Thus making the need for the reserve tapes unnecessary. The A/V department will be quite busy this semester and Jerry is anticipating some new OPS help.

Deb suggested we procure a queue railing to help with the occasional back up in Circulation.

The new building is coming along, according to Lanny they are still working on the concrete pouring but are also putting in some duct work and electrical wiring.

Next meeting will be on August 22 at 2:00pm with a Potluck at 12:30. Ed's wife and boys are invited! The Potluck will be organized by Regina and Renee with all suggestions (theme, type of food, etc...) welcome!