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Library Staff Meeting : 1993 : 03 : 09

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The next meeting will be held Tuesday, April 13, 1993 at 2:00 p.m.

MINUTES OF THE MARCH 9, 1993 MEETING

Mary opened the meeting by asking Cheryl to report on the Telephone Seminar put on by CareerTrack which she attended at the Hilton. It was primarily geared to businesses, but some of the instruction is adaptable to the library. The main point was Telephone courtesy. The bottom line being the "Golden Rule": Treat others as you expect to be treated. Cheryl had overheads and gave an informative presentation which included tips on dealing with "challenging callers."

Mary announced that in the Librarians' meeting they had approved several of the rewritten library departmental policies. There will be copies made and distributed to staff as well as being placed in the Library Policy Manual.

Jackie S. raised the issue of a policy on student use of the Dean's account FAX machine which is located in the library. Mary suggested that they work on such a policy. The FAX may be relocated soon. It was suggested that we might want to negotiate for a coin-operated FAX to be placed on campus. Requests can be referred when either/both of these take place.

Jim asked if there had been any news about the new contract with DANKA. The negotiations are currently going on. The machines covered under the new contract will be brand new copiers with an enlargement/reduction capability. There is a question on the number of machines to place in the library. The new contract will be covering the copiers initially placed in the new building so there are additional factors entering into the agreement. Student Activities is negotiating placement of other DANKA copiers on campus. Mary will notify the staff when the contract has been finalized.

Mary requested that the staff who attended the Paraprofessionals' Conference in Gainesville give a presentation at the next staff meeting.

Mary introduced the idea of the library accepting a foreign intern. She had received a pamphlet about a Japanese internship program. The Dean seems amenable, but Mary will request feedback from other institutions before agreeing to bring such an intern on staff.

It was announced that Kathy Arsenault and Tina Neville will be attending the ALA conference in New Orleans this summer. Tina's costs will be paid by SAPL.

There will be a guest at our June 11, 1993 staff meeting. Jim Corey from FCLA will attend to meet everyone and discuss the automation plans for the new building. Mary asked that staff attend, if possible.

The Librarians' group has been working on a staffing proposal for projected

needs in the new building. They have developed one that they feel comfortable with and will present to the Dean. It calls for 13.5 new positions. The .50 FTE is a security position to aid in the night closing of the new three-story building. Mary mentioned that she has not heard anything yet concerning raises for the present staff.

Deanna asked what will be done with the photographs that were taken of the staff last week. Mary apologized that all staff hadn't been notified of her intent. She wanted some photos available for the SAPL newsletter to accompany articles. She also wants to develop an album for/of the library and would like to place some of the photos in that album. She believes that now is the time to ensure that the library's history is preserved.

Deanna asked about staff participation in the groundbreaking ceremony and offered her help. Mary replied that the AV staff will be responsible for the PA system and the filming of the event. Mary is sure that there will be other tasks for which the staff will be needed, but it is too soon to assign duties to individuals. These duties will include transporting the displays of the art planned for the new building and transporting the flowers from Poynter to the Hilton for the 6:00 p.m. Annual Dinner. SAPL and the Committee are finalizing the particulars of the ceremony; Mary will notify the staff when and what type of assistance is required. She mentioned that she is sure that we will all be needed and thanked Deanna for asking. SAPL is also paying for the refreshments for the ceremony. Mary stated how wonderfully helpful and supportive SAPL has been during the organizing of the ceremony. She said she is very thankful for all their work.

Tina asked if the library will close early the day of the groundbreaking since the ceremony is scheduled for 4:30 p.m. Mary said she will consider it and speak with the Dean.

The invitations for the Annual Dinner numbered 6,500; invitations to the groundbreaking were extended at the same time. The expectation is that approximately 400 people will be attending the ground breaking. Marion Poynter has indicated that she will be here that day. Mary believes that it will be quite an event and hopes it will be fun for all as well as work.

The meeting was adjourned.