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Library Staff Meeting : 2009 : 06 : 23

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Nelson Poynter Library, July Staff Meeting

June 23, 2009, Conference Room, Poynter Library

Staff Present: Jerry Notaro (Interim Dean), Charlotte Barbour, David Brodosi, Cynthia Brown, Marcy Carrel, Virginia Champion, Michael Mathon, Patricia Pettijohn, Carissa Santana, Jim Schnur, Lexi Terry, Kaya van Beynen, Robert Vessenmeyer, Berrie Watson

Regrets: Allison Etzel, Jean Ferguson, Deb Henry, Anne Killenberg, Tina Neville, Zeynep Tufekci

Guests: Katundra Brown (OPS)

Meeting Called to order at 2:02 PM by Jerry

Budget Update

Jerry, after attending the USFSP Leadership Team earlier in the morning, gave an update on the budget. Our library took an across the board reduction of 13% on top of earlier cuts that have taken place since July 2007. Of this amount, 5% of our budgetary allocations were taken away, and the remainder (8%) is covered by federal stimulus money that will be available for approximately two (or maybe three) years. The state, university, and campus are committed to saving jobs, and Margaret Sullivan has made it her highest priority to preserve jobs. There are no more “phantom” lines or jobs out there. In making decisions, Jerry has consulted with both former Dean Kathy Arsenault and our incoming Dean Carol Hixson about how to handle assignment of resources with federal stimulus dollars. Positions can be shifted to or from stimulus money if people leave. If jobs are eliminated due to further reductions or a failure to replenish stimulus dollars after they are no longer available, the institution will follow the laws, policy, and contract to make sure that decisions are not arbitrary. USF policy is that names of those whose positions are on stimulus-funded lines cannot be revealed. Other Florida institutions have chosen to protect programs at the expense of layoffs, while USF has tried as much as possible to preserve staff.

Personnel Files

Due to SACS accreditation and reaffirmation, there is a need to standardize personnel files at USFSP. In the past, “official” files were sometimes kept in multiple locations—at the library, on the Tampa campus, at the USFSP Human Resources office. A policy recently drafted will require that “official” personnel files for all USFSP employees shall reside in the USFSP Human Resources office in Bayboro Hall. The library may elect to maintain working files with photocopies of original transcripts or other materials, but the file of record will be maintained in HR. Jerry noted that the contents of the official personnel file are limited to essential documentation, and do not contain extraneous materials. Appointments may be made with HR if individuals wish to review their files. The lesson learned from the last round with SACS is for us to “make it easy for them” instead of just dropping boxes of paperwork in their laps. Also, Jerry asked for all librarians to update their CVs and email a copy directly to Sandi Conway.

SACS Update

Margaret should get a call from SACS this Thursday regarding our probationary status. As soon as we know the outcome, it will be shared with staff in the library. Under Margaret’s leadership, USFSP is already working on data collection for the 2010 reaffirmation visit. Jerry is collecting statistics, and may be in touch with certain areas (such as Access Services or Collection and Technical Services) to ask for numbers. These statistics are different than the annual reports that various departments file at the end of the state fiscal year.

Mark Your Calendars: October 30

Friday, October 30, will be a very busy day at USFSP. Four signature events will take place that day: a USFSP Board of Trustees meeting with President Genshaft in attendance, dedication of the Science and Technology Building, dedication of "Harbor Walk" (the landscape improvement project at the 2nd Street South), and a brunch in the library to mark the kickoff of a fundraising campaign. The brunch will take place in the library atrium, with the library closed for half of the day during this event. One place originally considered for the brunch was the CAC, but Margaret wants them to meet in the library to reaffirm the connection with an academic facility. This will be a very busy for AV, and some library staff will be checking the doors during the event so that it can take place without disruption while the library is closed to patrons.

Dean Update

Carol Hixson has located an apartment in Pinellas and is slated to join us in early August, perhaps around August 1. She is very excited about coming to the Poynter Library and working with our excellent staff. The administration will schedule an official event to welcome her at some point during the fall semester. In addition, there was consensus that an informal staff luncheon (perhaps sandwiches, a cookout, pizza) should take place in mid-August (perhaps during the week we are closed and do not have patrons in the building, August 10-14) so she will have a chance to meet with us in a relaxed atmosphere.

Other Announcements

As part of the major restructuring of administrative management, Helen Levine will come over from the President's Office on the Tampa campus to serve as Regional Vice Chancellor of External Affairs (or some similarly titled position). Other positions will be realigned. A formal announcement will be made in early July.

Staff Reports

David: After Virginia mentioned the presence of flatscreens in the first-floor study rooms, David said that the 28" monitors included instructions (presently placed on the wall adjacent to monitors). They will be placed only in the four large study rooms on the first floor initially. Berrie will also work on improving wireless access coverage since the plug in data ports will continue to be disabled.

Berrie: A second wireless access point has been purchased through FCLA funds to supply wireless service to the West side of the first floor of the building including the study rooms and Poynter Presentation Corner. A third wireless access point will be added, this time to the second floor to supply the Juvenile section and the area adjacent to the West. He also encourages staff who have a need to watch webinars to use POY 218 when the lab room is not in use. In the past an additional staff computing room was set aside for this purpose, but did not get enough use at that time to justify its continued operation. Let him know if you have any problems with this process, as the number of webinars and streaming content are increasing. As a reminder, Berrie mentioned that the implementation of the library firewall mandated certain standards for streaming media, and at that time the products for streaming were selected by the library to be Windows Media Player and Quicktime Player (now iTunes). Other software may not function properly due to limitations of the firewall, but the lab has been set outside the firewall to overcome this limitation.

He is working on a way for the computer in the ADA room to connect to the print station near the reference desk. It requires some tweaking since the Dragon Speaking Naturally is not compatible with Windows Vista, and will be replaced with a Vista standard voice application.

Jim/Patricia: Jim mentioned new collections in special collections and their potential for grants.
Patricia added that a fieldwork student named Maureen may be of assistance.
Meeting adjourned at 2:55 PM by Jerry.
Respectfully submitted by Jim Schnur, Scribe