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Library Staff Meeting : 2005 : 07 : 13

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STAFF MEETING
Wednesday, July 13, 2005, @ 2:00 p.m.
Library Conference Room

Attendees:

Kathy Arsenault, David Brodosi, Berrie Watson, Michael Mathon, Tina Neville, Jim Clapper, Chris Heinrich, Anita Lindsay, Karilyn Jaap, Virginia Champion, Jim Schnur, Carissa Santana, David Cipris, Mika Nelson, Candice Pascual, Barbara Reynolds, Jean Ferguson with special guests Frank Hohengarten, Dean of Enrollment Services, and John Vassel, Director of Prospective Student Outreach

Discussion:

Frank began with the observation that no one office can manage enrollment, but that "it takes a village." He emphasized everyone's importance in that we all interact with those who may influence potential enrollees. John handed out enrollment cards and transfer brochures (i.e., view books that give an overview of the campus) to be distributed by Circulation and/or Reference to interested parties. He indicated that parents tend to ask the most challenging questions, so if we didn't know the answers, to please get the parents' phone numbers or email addresses so that his area could follow up. Jim S. asked if Frank and John would send him extra brochures so he could build a file for Special Collections; they were enthusiastic about the idea. David B. clarified the web site address to which potential students should be directed. Frank said that for the first time, his department had bought a set of 15,000 names from the College Board for use in recruitment. John stated that he would be glad to address any groups visiting the library. Kathy spoke of library relationships with the International Baccalaureate, Admiral Farragut, Shorecrest, and others. Frank said they had formed a cadre of student tour guides who get paid for working up to 10 hours a week, and John added that they were looking for two more, if we knew anybody interested. Kathy asked about the possibility of an electronic classroom being included as part of the tour, and they expressed a definite interest. Berrie questioned them about John Husfield and the virtual tour, and Frank replied that it had been given to them and that they were linking to it. Virginia wanted to know about the fall enrollment numbers; Frank stated that the head count was down a small percentage, while the student credit hour count, the more important of the two, was up a small percentage. He said this was a time of transition, as non-St. Pete majors are no longer included in the head count. He added that new students, new transfers, and new graduate students are all ahead of last year. Frank and John thanked everyone for their time and then departed at 2:35, with our meeting continuing.

Kathy thanked all who had worked on Aleph, Berrie for working with the Marine Science Conference, and Karilyn for working through the storm on Sunday.

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Chris spoke about redoing the end range labels in the periodical area. He also talked about a new way of handling book repairs, in which such items would be placed on a cart in Technical Services along with a slip indicating the problem. Karilyn questioned whether this would end the use of the drawer in Circulation, and Chris said it would.* Virginia asked how Patricia was progressing after surgery, and Kathy replied that it was slower than she had hoped.

Mika announced that the permanent reserve records did not migrate, and that they might have to be physically checked.

Berrie praised Jim C. for revamping the A/V web site to match the other library sites, with the new name IM (Instructional Media) instead of A/V.

Jean asked that supervisors continue to notify her of staff absences.

Berrie said he would be putting a clone master in the public area for the library staff members to test. Virginia asked about the missing computers, and Berrie replied that they still weren't fixed. Jim C. commented that he was still getting lots of spam, and then others agreed, and Berrie said that this was a good thing as it meant they were still getting messages. Michael thanked Berrie for doing such a good job keeping USF SP's computer system up and running in comparison to Tampa's.

Karilyn stated that with the acquisition module down, she isn't receiving any scholarly books. She is getting recreational books, however, including four Harry Potter's which will have to be checked out by staff with no renewal. Karilyn also thanked Mika for taking the others on a tour of St. Petersburg College's new library, Tina and David C. for their demos, and Berrie for loading all the various Aleph clients in a timely manner.

*After the meeting, at Karilyn's suggestion, Chris and David C. and Tina made a change, agreeing to continue using the drawer in Circulation but with the problem slips and with regular checking of the drawer, as it was inconvenient for others to constantly run to the second floor with items in need of repair.