

6-21-2005

## Library Staff Meeting : 2005 : 06 : 21

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**STAFF MEETING**  
**Tuesday, June 21, 2005, @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Cynthia Brown, David Brodosi, Berrie Watson, Michael Mathon, Tina Neville, Jim Clapper, Chris Heinrich, Jim Schnur, Carissa Santana, David Cipris, Mika Nelson, Deb Henry, Jerry Notaro, Candice Pascual, Barbara Reynolds, Jean Ferguson

**Discussion:**

Kathy passed around a thank you note from Student Government President Thomas Piccolo, an article from Dr. Gary Mormino, and Emergency Phone Tree handouts. She then covered a series of dates affecting the library. The first will be a Marine Science symposium from July 8 through July 12 in the library. September 7 will be the grand opening of the 40<sup>th</sup> anniversary of the campus, and Jim Schnur has been working on an exhibit for that. There will be a faculty convocation over lunch that day, and a big cake before 6:00 classes. The library will sponsor a Final Friday on September 30. The *Times* Festival of Reading will be held at USF on October 29, with some events in the library. Jim S. and Sudsy will be setting up a display of books by alumni authors. There will be a SACS consultation for the campus this Thursday (June 23). A new automated leave system will be introduced shortly, so leave records should be kept current. June 30 is the end of the fiscal year, so statistics should be turned in to Kathy as soon as possible. Dr. Mark Durand will take over as new administrator on July 1. Kathy then reminded everyone to complete their parking applications. She said that if anyone had outside employment, he/she should fill out the form from the Academic Affairs web site. She reminded all that PDQ's are due tomorrow (June 22). Kathy's vacation will be from July 25 through August 5. Finally, today's cake was in honor of the Aleph conversion coming on Monday, June 27, at 7:00 a.m.

David Brodosi spoke about the new USF ID cards, which will no longer have Social Security numbers but instead new student numbers. The change will affect other systems, including Banner and OASIS. The testing period never transpired; instead, the system was implemented on June 1 in the new "ready, shoot, aim" style. Kathy said that right now the change would affect only students. Jim S. asked about the change at other universities, and David B. explained it using UCF as an example. Jerry mentioned the problem with Tampa issuing ID's left and right, even if students weren't registered. David B. also brought up the problem of name changes not being accounted for in the new system.

Mika indicated that she had no changes to report in regard to Aleph since her June 8 email.

Tina advised everyone to change their password in Aleph, and to let her know if they were denied permission to get into anything they needed.

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Berrie announced a test tomorrow (June 22) at 9:30, asking everyone to login to Aleph at that time to see how many sessions could be handled behind the firewall. Kathy added that other than that, no one should be in Aleph until Monday. Mika stated that weekend library returns wouldn't be handled until Monday. David B. asked about the possibility of camera checkouts in A/V rather than in Circulation, and Mika said that was quite feasible and could be discussed after all the book issues are resolved. Tina mentioned that if there were problems over the weekend, the library could revert to the Notis paper system if necessary. Mika commented that FCLA had suggested closing the library over the weekend. Kathy stated that an announcement about the conversion was submitted to *E-News*. Cynthia got a big laugh for her suggestion of putting caution tape around the library, and Deb for her idea of a sign saying, "You are now entering the Twilight Zone." Tina said that the public was fine with the conversions at other libraries, with Jerry adding that it was the librarians who went nuts.

Kathy had to leave at 2:55 for another meeting, so Tina took over. She asked Berrie for an update on the library's computer changes. He explained that he was purchasing new computers for any library staff who still have GX110 computers, and that the units would have XP. But he said that he would first give a tutorial on XP to everyone. The library "horseshoe" now has new furniture and a mix of old and new computers. Berrie will be adding 14 new computers and then installing 19 more from the computer lab. He also spoke about automated patching, the firewall, blocking of spam sources, and posting of instructions for the wireless network and email filtering on Poynter.

David Cipris indicated that he'll need to talk to someone about how Aleph affects the Technical Services area.

Deb spoke about Saturday's incident in which the library wasn't opened immediately and suggested working on a written policy explaining what to do when only one employee is present. The others agreed, so Deb will circulate her ideas among the librarians first and then the rest of the staff.

Tina read a letter thanking the library "for accommodating the students from the High School Journalism Program at Poynter." They especially enjoyed the Special Collections area.

Also, Kathy wrote a note on the letter announcing the next staff meeting, now scheduled for July 13, in which Enrollment Management would have someone visit.

Chris concluded by stating that Technical Services was working on a new way of turning in books in need of repair, which would be implemented after Patricia's return from surgery.