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Library Staff Meeting : 2009 : 11 : 04

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Library Staff Meeting Minutes

4 November 2009, 2:30 p.m., Administrative Conference Room, Poynter Library

Staff Present: Carol Hixson, Cynthia Brown, Allison Etzel, Jean Ferguson, Michael Mathon, Tina Neville, Jerry Notaro, Carissa Santana, Lexi Terry, Zeynep Tufekci, Kaya Van Beynen, Robert Vessenmeyer, Berrie Watson, Jim Schnur

Regrets: David Brodosi, Virginia Champion, Deborah Henry, Anne Killenberg, Patricia Pettijohn

Guests: None

Meeting: Called to order at 2:35 p.m. by Carol

Old Business:

Closing to the Public during Part of Winter Break: Carol has approached the administration about this but has not received an answer.

New Business:

Possibility of Loaning Media to Affiliated Faculty: Jerry discussed a plan to allow certain affiliated faculty members to borrow media items in the same way that we permit them to borrow books from our collection. He will investigate this further after hearing no concerns from others in attendance.

Dean's Update: Carol has met with all staff and has had second meetings with librarians. In the present budgetary climate, abilities to secure resources are more important than ever, and she has been working to strengthen connections between the library, the campus, and the community. Advocacy, marketing, and public relations are significant parts of her daily activities. Carol also described the cost allocation process and the procedures of the Tuesday morning meetings with senior administrators and the Executive Team. In David Carr's absence, Carol has taken over the editing of SACS documents. Carol and David Brodosi are meeting with college deans to try to secure some funding from distance learning fees so that library initiatives related to DL may be sustained. They have a meeting scheduled on Monday, November 16.

Faculty Senate Library Committee: Carol has met with members to advocate for the library and to provide them with information about important resources the library needs to sustain present levels of service.

Student Government Meeting: Carol reported that she and a few other library representatives had a meeting with Student Government. SG officers want to provide some monetary support to cover expenses of expanded hours during exam week. Any publicity will clearly state that this is a joint endeavor, and will take place assuming that adequate staff and security resources may be secured by the library with SG reimbursing a fair share of costs. The meeting also offered an opportunity for the library to hear a request to house a "Student Government Textbook Collection." SG wants to provide a service to students to have popular textbooks available at the library's reserve desk. They are willing to assume responsibility for acquiring the books and deciding when books are no longer necessary. They may also cover some of the staff costs to create provisional records. The library will provide a venue if both parties agree to this as part of a memorandum of understanding. However, the library will not assume any responsibilities for replacing lost or stolen books or for collecting fines related to these materials. It was suggested that they should be

shelved separately from course materials placed on reserve by individual teaching faculty to prevent any confusion of item provenance.

SAPL: Carol has met with the SAPL president and other leaders of this friend's organization. One way that SAPL may provide support for a growing area of library operations is to fund improved equipment for special needs students. Carol has drafted a proposal to present at the upcoming SAPL meeting after consulting with Berrie and others.

Multipurpose Student Building: SG supports an increase in fees, but final authority rests with the Florida legislature since it must approve a temporary exemption to the fee cap. SG is trying to nurture public support for this building.

Space Guidelines: The increasing number of requests by outside and campus organizations for library space prompted Carol to develop guidelines. Comments were solicited from staff. These guidelines now appear on the library's webpage.

Library Calendar: Carol expressed her appreciation of the new library calendar created by staff. Upon receiving a draft copy, Carol shared it with Margaret Sullivan and Margaret agreed to cover printing costs for the first run of the calendar. Administration has received a copy of the file in case it elects to do subsequent printings. Carol has a meeting scheduled with Jim to look at other photographic resources in Special Collections and Archives that may be used for holiday cards or other promotional items.

Campus Calendar on Email: External Affairs has talked about setting up a master calendar. Berrie is offering some guidance in this endeavor.

Reminders

Annual Leave: Jean has conducted an audit of Annual Leave and has notified those who may exceed the maximum amount that may be carried over. She also reminded everyone to submit leave requests for January 2010 separate from those in December 2009.

Library Systems: Berrie noted that Windows updates may take place on staff machines to install new patches. Public computers should not have this issue.

Approval of Travel Requests: Zeynep reminded everyone that University regulations require approval of travel prior to departure to guarantee timely reimbursement.

Position Vacancy Announcement: Carol has secured the posting of the visiting instructor line as a temporary position to cover librarian duties, including some of those formerly performed by Marcy. A search committee has been formed.

Meeting adjourned at 3:31 p.m.

Respectfully Submitted,

Jim Schnur
Council Scribe