

4-19-1994

## Library Staff Meeting : 1994 : 04 : 19

Nelson Poynter Memorial Library.

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The next meeting will be held, May 24, 1994 at 2:00 p.m. The chair will be Joyce Morin.

#### **CASH REGISTER AT CIRCULATION DESK:**

The activation of the cash register will start between semesters. The machine will be used for all cash transactions. When being used just to give change, hit no sale or open w/key. ID numbers can be used for transactions. The machine will print duplicate receipts. A total of the night's receipts will done the next morning. Each staff member will have a formal training session with Dave.

#### **REPORT ON DEAN'S STAFF MEETING:**

Barbara reported that the Marine Science received \$600,000 for expanding its faculty and other stuff. USGS is expanding to another building (to be constructed). The Fountain Inn will be a residential teaching academy and Bayboro Towers will be office space, the Dean said. The legislature approved an across the board 4% raise; 3% for the raise and 1% for compression, to begin in November.

The Dean spoke about a Family Village for daycare purposes in connection with the YWCA. The Village will included facilities for temporary homeless mothers, and daycare for USF students, faculty and staff. The village will be located somewhere near St. Mary's Chruch. The lot at the corner of 4ht street and 5th Avenue will be landscaped into a park with a grass playing field.

The library parking lot is on schedule, according to Ron Bugg.

The Snell House exterior is in the process of being renovated. The walls of Davis Hall are being recaulked because of moisture leaks. USF received a grant from the highway committee for assisting the city with landscaping from I 175 exit to our campus. The Master plan for the campus will be ready by May 15. The Marine Science building will be opening on May 5. The new Marine Science building is 56,000 ft and the new Library building will be 86,000 ft.

Some campus survey results were mentioned during the meeting. The police department will be more visible. The police will be working on a crime watch newsletter. All crime information will be computerized. There were some complaints about the computer room, but most campus departments received a good rating.

#### CIRCULATION OPS STAFFING AND RESPONSIBILITIES:

This was postponed. Susan was absent.

#### NEW BUILDING:

If anyone have any ideas about furniture for the new library please connect Tina. Tina will circulate a finished list.

#### COMMITTEE REPORTS:

The search committee narrowed the list of candidates for Library Director down to fifteen. About 2/3 of the requests for references have been received. At the next meeting the committee will reduce the list.

## **ANNOUNCEMENTS:**

Jackie J. requested that Reserve materials be returned only to Professor . Keep the barcode and folder. Attach a note to the barcode or folder stating: who picked it up and when it was picked up. If you see a professor taking stuff over at Reserve, notify Jackie J. or Deanna.

Dave gave a follow up report on voice mail for circulation. Jerry needs to know: What line? What it will say? How many branches?

Jackie S. opened discussion about the Library taking over the Booksale. Jennifer Clarke in Financial Aid didn't organize a sale in March. Jackie S. would like information about: advertisement, people to work, best times for booksale, a coordinator and set up.

The meeting was adjourned at 2:50 p. m.