Public Service Steering Committee
Minutes
November 17, 2004

Members Present: Rich Bennett, Gary Cornwell, Lori Driscoll, Carol Drum, Jan Swanbeck, and Carol Turner

1. Announcements

- David Fuller has resigned and his last day will be December 16th. This vacancy is in addition to two existing ILL vacancies.
- FCLA is planning to run jobs during the Thanksgiving break. This will cause services requiring sign-in to be unavailable part of the weekend. Rich Bennett is going to ask FCLA to add a notice to the top of the UF Catalog header. Lori Driscoll noted that retrieval services would also be unavailable Thursday, November 25th – Sunday, November 28th. The committee discussed who should be the liaison between FCLA and the Libraries when decision such as this need to be made. It was agreed that this issue should be revisited but not in PSSC as it is a decision for Carol Turner and the Directors to make.

2. PSSC, PSC & PS Chairs meeting schedules

- The Public Services Chairs will meet the 1st Wednesday of every month to define agenda topics for the PSSC meeting held on the 3rd Wednesday of every month. The PSSC will in turn decide if these topics should be action items for the PSC meeting held on the 4th Wednesday of every month. It was agreed that a facilitator is needed for the PSC meeting. Carol Turner will talk with Betsy Simpson about her availability to facilitate.

3. Developing plan for service standards

- The PS Chairs will draft a document at their next meeting to give to the PSC for discussion at the January 26th meeting.

4. Instruction

- The possibility of a Library Wide Instruction group is being considered. This topic will be the primary discussion topic at the next PSC meeting.

5. PSITC review/reconstitution

- There was discussion of the role of PSITC and whether there continues to be a need for it. There have been many changes in technology and how changes are handled in individual units. Carol Turner will discharge the committee and we will continue to monitor how we are providing our users with technology.
6. Communication/Marketing group

- Barbara Hood, Tom Minton, Marina Salcedo and Carol Turner have been meeting twice monthly to plan ways to increase awareness of the libraries for users and potential users. Thought is being given to formalizing this group and increasing its membership. An inventory of what is currently being done and who is doing it would be helpful. This topic will be forwarded to the Library Council.

7. Topics for future discussion

- Public Services support staff structure. Carol Turner will find out the results of the meeting between Steve Shorb and UF Human Resources in reference to the Library support staff structure.

8. Final agenda for next PSC

- Change in PSSC, PSC & PS Chairs meeting schedule/structure.
- Instruction