Library Council
Minutes
August 24, 2006
Library West Conference Room, 429

Members in Attendance: Shelley Arlen, Rich Bennett, Carol Drum, Will Chaney, Bill Covey, Michele Crump, Lori Driscoll, LeiLani Freund, John Ingram, Brian Keith, Erich Kesse, Cathy Martyniak, Jana Ronan, Rita Smith, Jan Swanbeck, Colleen Seale, Betsy Simpson and Carol Turner

Absent: Dale Canelas and Steve Carrico

1. Approval of July 7, 2006 minutes - all

The July 7, 2006 minutes were approved contingent upon the following change:

Agenda Topic #2, Bullet 2 – Change July to August.

2. Mini Grants Program – Cathy Martyniak

- Over the past year the Grants Management Committee has been working to create a Mini Grants Program (MGP). Dale Canelas allocated $25,000 to fund the program. Cathy Martyniak distributed 2006-2007 Mini Grant Program Guidelines, Appendix A and Appendix B. To review these documents and learn more about the program please visit http://www.uflib.ufl.edu/committees/grants/minigrants/index.htm

3. Salary Increases Process – Brian Keith & John Ingram

- Brian Keith distributed a summary of UF’s Compensation Program.
- The 1.5% merit-based increase has been funded; however, disbursement of the funds for faculty to colleges is on hold until the Faculty Union negotiations are settled. Per Brian, according to UF Academic Personnel all members below the director title are in the collecting bargaining unit. Neither the 3% increase nor promotions are being delayed due to the union negotiations. Faculty promotions will be funded off the top of the 1.5% merit money allocated for filled faculty lines.
- Per Brian, according to UF Human Resources a rehired employee’s eligibility for a base increase is based on the new hire date. Brian will confirm this information.
- Eligibility for merit increases will be based on the departmental merit criteria, which means for the library the established library wide merit criteria will be used.
- The raises do not affect entry level salaries.

4. Updates on Searches – Brian Keith

- Brian Keith distributed a status report document for UF Libraries hiring activity over the last 60 days, hiring activity over the last 12 months, student activity for fall, current searches, beginning searches and
retirements in the next 6 months. **NOTE:** The Director of Libraries search is being conducted by the Provost’s Office, not Library Human Resources.

- Library HR is now electronically archiving faculty search documents in Microsoft Outlook-Public Folders-Personnel.
- Student Assistant vacancy listings are now available online at [http://web.uflib.ufl.edu/pers/OpenPositions.html](http://web.uflib.ufl.edu/pers/OpenPositions.html). To navigate to this page from the Library homepage, follow About the Libraries-Employment-Student Assistant/OPS Positions-Student Employment Opportunities.
- Kristy Mills (new hire in HR) has developed a hand-out to be used at the circulation desk for students interested in library employment. These handouts have been distributed; however, if more are needed please contact Library Human Resources. Kristy is also revising the yellow hiring card. Supervisors will be asked to self report if the position is being paid from a grant and also to report the project number. The supervisor will also be asked to print their name as there have been problems with being able to read signatures.
- A new module is being implemented for use by Library Human Resources and should improve the application process for staff and OPS applicants. Faculty searches will continue to be conducted in the current fashion.
- Brian distributed a new handout, “Steps to Getting your Student Assistants and OPS Staff on Payroll,” developed by Kristy Mills.

5. **Update on Library Materials Budget – John Ingram**

- The Library has received $750,000 in recurring funds for the resources allocation which brings the Library’s recurring allocation to $7.25 million.
- Funds generated by DSR, IFAS and Engineering are now going to be allocated on a % basis which means the more overhead money those departments bring in for grants, the more funding the library will receive. The less money those departments bring in, the less funding the library will receive. John Ingram anticipates the library will receive approximately $840,000 to $850,000 per year.
- Dale Canelas has assigned $500,000 from carry forward money to be used for one time library materials purchases. The money will be available some time in October. The Library Circle Managers will meet next week to decide how the funds will be allocated.
- The Health Science Center Library received approximately $130,000 out of the $200-300,000 they needed to maintain current subscriptions.
- The Law Library also received $130,000.

6. **Update on Library West – Bill Covey**

- Bill Covey attended a meeting about Starbucks this morning and it is anticipated to open October 23, 2006.
- A final walk-thru of Library West compact shelving has not been completed yet. When it is completed the MSL shelving situation will be more fully addressed.
- The Library has not received any official notification; however, there has been talk that funds are now available to take down the colonnade connecting Library West and Smathers Library (East); however, no funds are available to rebuild it. Per John Ingram, the UF Historical Preservation
Committee believes the colonnade should either be kept and refurbished, or a completely new and appropriate structure be built.

- The Starbucks construction is not interfering with the HQs-HVs shelving.
- The vending machines currently in front of West will be relocated to the end of the building along the East wall. In the opening on the east side of the colonnade brick vegetation boxes are planned to screen the machines from the east view. The passage way running north and south will remain the same and not be obstructed. PPD is also supposed to reduce the amount of light produced by the machines.
- The graduate student carrels are receiving new handles and tracks in hopes of making them more secure; however, Bill is not sure when they will be ready for use.

7. **Set Library Goals and Objectives for the year – John Ingram**

- Several Library Council members felt some important goals were left out of the final Strategic Planning Session 2006 Retreat Report. Several members also felt that a discussion and prioritization of the final goals at the end of the retreat would have been helpful.
- As a result, the directors will take the retreat report back to their respective division chairs to review and discuss how their division fits into the listed goals and to determine if other important goals need to be added. They will also discuss measures for accountability.
- Council members also agreed to work together to form an introductory paragraph, similar to the one at the beginning of last year’s goals document.
- Some of the wording in the Strategic Planning Session 2006 Retreat Report needs be modified, such as Collection Management will be changed to Special and Area Studies Collections.

8. **Other**

- John Ingram encouraged Library Council members to review the updated [UF Strategic Workplan](#). John feels the libraries are more recognized as having a role in this document.
- Carol Drum reported two barriers have been removed from the Marston Science Library walkway and that area has been bricked. These barriers were in place to prevent parking over the top of the Map Library. The area is currently roped off; however, new barriers are planned.