Members in Attendance: Dale Canelas, Carol Drum, Will Chaney, Bill Covey, Michele Crump, Lori Driscoll, John Freund (for Cathy Martyniak), LeiLani Freund, Martha Hruska, John Ingram, Brian Keith, Peter McKay (for Shelley Arlen) Jan Swanbeck, Colleen Seale, Robert Shaddy, Carol Turner and Priscilla Williams (for Betsy Simpson)

Absent: Shelley Arlen, Erich Kesse, Cathy Martyniak and Betsy Simpson

Guest: Trudi DiTrolio

1. Approval of April 27, 2006 minutes - all

The April 27, 2006 minutes were approved contingent upon the following changes:

2. Planning Cycle - Group

- Merit lists should be submitted in the very near future just in case merit funds are received.
- Statistics are due August 15, 2006. It is very unlikely a complete list will be able to be compiled due to the move. Library Administration should be contacted if additional information is needed in order to complete the statistics. The format is the same for some areas however better formats are being developed for other areas.

3. Staff Restructuring Report – Brian Keith

- Brian Keith disseminated and reviewed an abbreviated report of the Staff Structure Reorganization Committee’s work, the findings of the committee and the committee’s recommendations regarding the staff structure of the libraries staff positions.
- The report has been submitted to Smathers library directors as well as the HSCL and Law Library directors. A finalized version based on the reviews (thus far no feedback from Health & Law) will be submitted to UF Classification and Compensation. That department will look at the market for these types of positions and determine what salaries are appropriate for these positions based upon these responsibilities. Brian Keith will ask Kim Shares with UF Classification and Compensation to move forward.
- Jodi Gentry with UF Human Resources Training and Development has offered to help establish competencies for library specific jobs. That would map to training for those competencies. A tracking system would have to be established. This process would take 12 months.
- Program Assistant positions will only be reviewed if the incumbent is performing library work.
- Brian asked appropriate individuals in the Digital Library Center to review positions in the DLC to see how they work with the proposed structure and submit to the committee.
4. **Updates on: Budget, Harrison Committee, DOUL Search Committee, Customer Service Workshop – Dale Canelas**

**Budget:**
- To date it appears as though the Library 2006-2007 budget will be flat. *(Updated: the library will receive $750,000 in recurring funds)*

**Harrison Committee:**
- The UF committee that is working on the future of the libraries is being chaired by Dr. Will Harrison. He has met with and sought information from the Library Directors. He hopes the committee membership will be solidified by the end of summer and that committee meetings will begin in the fall.

**Director of University Libraries (DOUL) Search:**
- The search is in the beginning steps. Joe Glover will chair the search committee. Carol Drum has been appointed to the committee. Dale Canelas requested the committee charge and membership list and was told she will receive it when it’s available. She suggested to Provost Fouke that she consider making the Library Director position a Vice Provost position and provided her with the Emory Library Director’s position description.

**Customer Service Workshop:**
- Trudi DiTrolio has arranged for UF Human Resources to provide Customer Service Workshops. The workshops will be relevant to the Library and last 3 hours. Trudi will send the workshop outline to LC members electronically. Workshop attendance will be mandatory pending Library Council review and approval of the outline. *(Update: outline reviewed by LC and approved – attendance therefore mandatory.)*
- A student version (1 hr) was suggested. Figuring out the best time to conduct a student workshop as not to interfere with their job training may prove to be a little difficult.

5. **Draft Cooking Policy – Bill Covey**

- Bill Covey disseminated and reviewed a draft Libraries Food and Cooking Policy, 7 July 2006. The draft policy was approved.
- Robert Shaddy suggested using a community program that pays for senior citizens that are retired to work to provide service of policing patrons with food.


- Dale Canelas asked LC members to review the UF Libraries Strategic Planning Session 2006 document and the proposed agenda revisions and let her know if changes are needed. The proposed agenda revisions were approved.
- The current Library mission, vision and values statements were reviewed
along with various other institutions mission, vision and values statements. Several suggestions were made. Dale Canelas will integrate the suggestions into the current mission, vision and values statements and send the information to Trudi DiTrollo next week so Trudi can notify Jodi Gentry that this topic will be discussed at the strategic planning session.

- Carol Kem and Chelsea Dinsmore will attend the strategic planning session.

7. Journal Cuts – John Ingram

- A final cancellation list has been compiled which includes approximately $400,000 paper based continuations and approximately $365,000 electronic based continuations (includes all Wiley material). John Ingram asked everyone to consider the possibility DSR funds will not be received which would result in Springer being cut (over $600,000). The remaining cut will be distributed across monographs. The cancellation list will be posted to the Library’s homepage and selectors will advise departmental liaisons. This issue will be taken to other SUL members and E-Collections Committee. **(UPDATE: We have recently been advised that the President and Provost have allocated $750,000 of their scarce recurring funds to the Libraries, which eliminates the need to reduce journal subscriptions this year.)**

8. Library West Update – Bill Covey, Lori Driscoll & other chairs

- Library West will not open to the public on July 18th due to the fragility of the study carrels. Infinium (carrel vendor) has a crew scheduled to work this weekend and anticipates the repairs will be complete by the end of Sunday.
- The north bay windows are filled with furniture pieces. Angotti (furniture vendor) is scheduled to be here on Monday to complete furniture assembly and make minor furniture modifications. All furniture should be complete by the end of next week.
- A number of modifications were requested after staff moved into the building. Bill Covey is still waiting to hear about the status of the request.
- Shelving installation is going reasonably well. However, the public will still need to be kept away from the microforms area. The microforms move should be finished by August 23rd.
- The book move is going well. Currently moving oversized H-A. Approximately half of the collection will have to be retrieved until the end of July. 2nd floor materials and videos will be able to be circulated.
- FCLA has not indicated when the proper book locations will be noted in the system.
- Numerous Systems Liaisons worked to install approximately 110 computers in Library West. The computers are working well aside from some small problems. It may be possible to install some of the specialty computers in the media area prior to opening. Dell is working on ADA media suite and presentation area workstations. Those workstations will be installed at a later date.
9. Other

- John Ingram thanked Robert Shaddy for his service to the UF Libraries and wished him success and good fortune in his new position. Robert Shaddy thanked all the Library Council members.
- Dale Canelas received a correspondence from Ed Poppell late yesterday giving departments a week to comprise a list containing information needed out of PeopleSoft. A lot of new reports were added in the last two weeks. Dale asked the department chairs to determine the kind of reports needed and to provide that list to Bill Covey by Tuesday, July 14th. Brian Keith and Grace Strawn will review the enterprise reporting and grant areas.