

**Library Council  
Minutes  
February 22, 2007  
Library West Conference Room, 429**

**Members in Attendance:** Shelley Arlen, Steve Carrico, Will Chaney, Bill Covey, Michele Crump, Lori Driscoll, Carol Drum, Erich Kesse, LeiLani Freund, John Ingram, Brian Keith, Cathy Martyniak, Rita Smith, Jan Swanbeck and Betsy Simpson

**Absent:** Carol Turner

**1. Approval of November 30, 2006 minutes - all**

The [November 30, 2006](#) minutes were approved.

**2. Security Issues – Bill Covey**

- Library West has been experiencing adverse user behavior. As a result, Bill Covey and the Library Business Services Office have been interviewing security firms to assess the feasibility of hiring security officers. Current plans would place the security officers on duty for the last 3 hours of operation and 1 hour beyond, seven days a week. This position would in-part help close the building and patrol problem areas. Upon arriving on duty the officer would patrol Library East to assure the building is empty/secure and would then precede to Library West to patrol around the carrel areas where we have experienced most of our break ins and general problems. If this venture is a success the library will try to expand security coverage to all the late hours.
- In general library staff security awareness needs to be raised on a variety of levels. There have been instances of library staff witnessing but not reporting difficult or dangerous situations. For instance, patrons using extension cords that are stretched across a walk way. Staff must take initiative to explain that this creates a hazardous situation and have the patron move to a more appropriate plug-in location. Supervisors must impress upon their staff to also difficult/dangerous situations they feel they cannot resolve.
- Trudi DiTrolio, Library Staff Development has scheduled various workshops (Rape Aggression Defense (RAD) Systems, Safety Workshop, and Fire Extinguisher Workshop) to raise safety/security awareness.

**3. Payroll Issues – Bill Covey/Brian Keith**

- The library continues to experience payroll issues related to employees not inputting time correctly on a timely basis, time not being correctly approved and time not being approved on a timely basis. On average, in any given pay period there are approximately 20 employees (that HR is aware of) whose time is not paid properly....primarily it is underage's due to time not being approved. Additional underpayments may occur due to time not being entered but Brian could not speak to that.
- Per new UF guidelines off cycle checks will not be generated for amounts less than 20%. In addition, off cycle checks will not be generated for employees that do not participate in direct deposit.

- Brian distributed a handout of the [Helpful Payroll Links](#) web page and a [Guidelines for Payroll Time Entry and Approval Success](#) hardcopy handout Library HR has created to help assist with these payroll issues. Brian asked LC members to review the document and report any suggested changes to him. This document will be distributed to all current library staff members and all new library hires in the near future.
- A reminder to be mindful to report EFT transactions detail changes to avoid a problems getting paid.
- What about a situation where a night time employee enters their time after 4pm but before 5pm on a Thursday and then time runs and that employee's supervisor does not get into work until 11am on Friday. There is no time for the supervisor to see/check the time for accuracy and no real way of the back up approver to verify the time is accurate. Should the time be approved and inaccuracy settled afterward or should the employee learn to input their time properly by not getting paid correctly that pay period. Brian feels in this instance the solution lies within the department to determine what works for the department. He is happy to talk with the department to try to assist in determining a solution.
- Although Brian spoke to this topic; payroll problems should be reported to Library Business Services.

#### **4. Dean Search – Carol Drum**

- Dr. Steven Smith, Texas A&M and Judith Russell, Government Printing Office has been asked back for a second round of interviews.

#### **5. Status of Smathers building/room 100 – John Ingram**

- The renovation of Smathers Library Room 100 is complete; aside from lining the window sills with Corian. Use of room should be scheduled through the Library Admin Office. Policy/procedures for the room are being drafted. Library events will take precedence; however, it will be possible for non-library groups that have a relationship with the library to use the room. There is a media presence and users can plug in laptop without getting into the equipment cabinet. If users need to utilize the equipment in the cabinet a SysHelp should be submitted at least 24 hours in advance and Systems will provide the access and any necessary instruction.
- The 4<sup>th</sup> Floor of the South Tower will become a place to house oversize Special Collections materials and as well as processing and storing flat items such as maps and drawings.
- The 3<sup>rd</sup> floor of the South Tower is going to tentatively be set aside for the storing and processing of the Egolf Children's Books Collection.
- Plans for the overall building and its use are on hold pending the appointment and arrival of the new Dean of University Libraries. If the search is unsuccessful then planning for the building will move forward.

#### **6. ALF Status – Lori Driscoll**

- All the ALF materials that were stored in Room 100 have been moved to ALF. Those stacks are now on a maintenance contract and Mill Willis in

- Special Collections should be notified about repair calls. He will either contact the repair company directly or contact someone to make the repair call. The thesis and dissertations currently housed at ALF will be housed in Room 100 as well as the University Collection from the compact shelving in the 1<sup>st</sup> floor of the old stacks, the Belknap Book Collection. It will also serve as the holding space for materials Special Collections will identify as going to be processed in the coming year.
- The map cases have been reorganized and the Map Library is beginning to transfer materials to ALF.
  - Music has transferred 22 boxes of material and AFA has requested more transfers this summer; mostly for periodicals.
  - Procedures for the re-class project have been developed between Acquisitions, Cataloging, Access Services and Collection Management for handling materials that are circulating and bringing those back to LW.
  - Additional pallet racks have been installed to provide more large collection storage space.
  - The fire marshal visited; no code violations were noted.
  - The possibilities of going higher with static shelving or installing compact shelving are still being investigated.

## **7. Market Equity – Brian Keith**

- Brian distributed an outline of the [Market Equity Review for Faculty](#) outlining funding, coverage (excludes full chairs & directors), market data sources, process and miscellaneous additional information. He also distributed the procedure UF CLAS developed.
- Under the 2006 Collective Bargaining Agreement, the union and the university “recognize that the total funds for discretionary increases shall be no less than one-fourth of one percent (0.25%) and no more than three-fourths of one percent (0.75%) of the total base salary rate of members of the bargaining unit as of May 15, 2006.” A variety of pay increase types are to be funded from this.
- The Provost has report to the UF Deans that “favorable recommendations must be resourced at the department or college level and must be approved by the Provost’s Office as part of the “discretionary salary increase pool” referenced in the CBA.” Thus, it should be known upfront there are no guarantees positions found to below market equity will received increases and there are no guarantees the positions will not receive increases as outcomes will depend on available funding.
- The UFLFA has assumed responsibility for developing recommendations for the policies and procedures necessary for the submission and review of faculty salary equity adjustment requests.

## **8. Staff Classification – Brian Keith**

- Positions have been mapped to six classes provided by UF Class and Comp. Library Assistant and Associate (approximately 50/50 representation on these two lines). There are 11 positions mapped to the Library Associate Three line (exempt), 3 positions mapped to the Library Assistant One line and equal representation within the other classes. There were a total of 112 positions mapped into various lines. There are

four lines left to map and Brian is contacting departments regarding issues associated with the mapping and believes the process will be complete today.

- UF Class and Comp provided preliminary averages based on the paraprofessional salary survey. Note, the averages are preliminary and the library still has to determine how to distribute the 112 individuals who fell into the six classes into those salary ranges.
- Compensable factors have been collected and Brian received the last division's data yesterday. Out of that process a uniformly applied standard for two relevant compensable factors were determined; employees' relevant professional experience which is relatively narrowly defined and education. A decision has to be made how to weigh education and experience relative to each other. Brian is going to develop a model for this and present it to the directors. Developing a model will hopefully allow a formula to be used to determine how close the libraries can get what the library considers is a market equitable position for each of the six classes.
- There are 59 other staff employees that work at the library. Mean and median numbers from UF Class and Comp will be used. A large number of the 59 fall into HR, Accounting, Facilities, Administration and IT. Ten of the IT positions are located in Systems and 8 other positions (from 7 departments) were either previously in IT positions or some other title (such as Senior LTA) and the position was mapped more appropriately into an IT position. Human Resources is in the process of determining the class for those positions relative to where the positions would be in Systems to assure all employees that perform IT duties are treated equitably. Brian hopes this process will be complete in the near future. He believes we will have approx 160 employees subject to re-class and 15 positions subject to fair labor standard acts exemption change (i.e. going from non-exempt to exempt). This information will be presented to employees via public info sessions. Employees will also be notified in writing about their proposed position and the corresponding wage/salary. Only employees included in the matrix will receive a salary adjustment if a salary adjustment is warranted. Therefore, if an employee is currently classified as USPS and their position is re-classed he/she might have to change to TEAMS in order to be eligible for an increase as all re-classed positions will be classified TEAMS.

#### **9. Performance Management Initiative 05/06 statistics – Brian Keith**

- Brian distributed and reviewed a handout providing [Employee Performance Appraisal](#) instruction. This information was distributed via email.
- He also reviewed statistical data representing the library rating breakdowns for the [05/06 Performance Management Initiative](#). Department level averages will be provided to directors. It was noted it might be interesting to see how the ratings correspond to years of service. Human Resources will track the evaluations when they are submitted so it might be possible collection such data.

#### **10. Middle Managers Meals – Bill Covey**

- The topic of middle managers meals (middle managers periodically having breakfast or lunch with their staff) came up at a Communication Committee meeting and Bill Covey was asked to relay the notion to Library Council members. While reviewing practices at other institutions a committee member noted it was thought to have greatly improved collegiality and communication. Such gatherings are not meant to formal programs or catered events but more like brown bag events.

#### **11. Staff Library Bulletin Board – Michele Crump**

- This topic of whether the library should set up a blog or wiki or other Web space where employees can post recognition/appreciation/news was discussed at the [Employee Recognition Committee Town Meeting](#). A number of ideas were mentioned including a listserv with the idea staff could subscribe if interested. Half of the town meeting attendees indicated they would subscribe. Will Chaney checked into listserv options and it appears the easiest way would be to have CNS host it on their server. Will also noted the Library Bulletin Board could be used to post such announcements and staff could create an RSS feed to that particular topic. The bulletin board would allow for easy archiving. The Employee Recognition Committee will talk about the various options.

#### **12. Future of Libraries (FOL) Report - all**

- This topic was not discussed due to a lack of time.

#### **13. General Information - all**

- The Marston Science Library 2<sup>nd</sup> floor is experiencing an intermittent problem with losing connectivity to the internet. When internet connectivity is lost telephone calls are also dropped due to the VOIP system.
- Matthew Loving, Romance Languages Literature Librarian is now here. Barry Hartigan will retire next week and his retirement party will be held next Friday.
- Systems will be working on the daylight savings patches next week. This has to be done for all mailboxes on the network. A suggestion was made to put the time of appointments in the subject line and in the message body to assure it is correct on your calendar.
- NT9 will be relocated. This will primarily effect Preservation and the Digital Library Center. Cathy Martyniak and Will Chaney will discuss this in more detail outside of Library Council.

#### **14. Mail Redistribution Log – Bill Covey**

- Bill Covey is trying to get a handle on library mail distribution problems. Bill asked LC members to begin maintaining a log of mail at the point it is redirected and to notify him about notable incidences. The log should reflect the date and description of misdirection (i.e. addressed to Special Collections and ended up in the Digital Library Center mailbox).

