

**Library Council
Minutes
November 29, 2007
Library West Conference Room, 429**

Members in Attendance: Shelley Arlen, Pam Cenzer, Steve Carrico, Will Chaney, Bill Covey, Michele Crump, Jim Cusick, Lori Driscoll, LeiLani Freund, John Ingram, Brian Keith, Erich Kesse, Cathy Martyniak, Peter McKay, Judy Russell, Betsy Simpson, Jan Swanbeck

Absent: Jim Cusick

1. Approval of Minutes- all

The [October 25, 2007](#) minutes were approved.

2. FY 2007-2008 OPS base budget allocations - Bill Covey

The 2007-2008 OPS base budget allocations are based on last years expenditures.

Things to note:

- The number of pay periods per year has no impact on the OPS budget.
- Library Administration is conscious of the fact additional funding may be required for special projects; however, departments should be aware significant justification will be required.
- It is best to proceed conservatively with the budget as it is rumored there may be additional legislative budget cuts.
- Filling OPS vacancies with Federal Work Study students can help conserve OPS funds.

3. Library West flooring – Bill Covey

The cork flooring currently installed in Library West has proven to be problematic and continues to get worse. The Library and UF Physical Plant Division have been searching for alternative flooring to replace the current cork and are currently considering two products: a marble-chip tile, and a rubber-based product. The marble tile is a harder material that visually more closely resembles the current cork; however, it is loud and is not as resistant to routine custodial maintenance. The rubber flooring product is more expensive but it is quieter than the marble chip product and is more resistant to the routine custodial maintenance and normal wear. The best guess for installation is spring break 2008.

4. MSL carpet status report – Bill Covey

There have been delays in selecting the color scheme. The color choices are limited by how much UF Physical Plant Division is willing to spend. Two carpet samples were left at MSL; however, neither are acceptable colors. Bill Covey and Judy Russell will work on getting UF Physical Plant Division to provide additional, more acceptable carpet samples.

5. Extended hours for pre-exam and exam weeks – Shelley Arlen

This Saturday, December 1st Library West will be open 8a-4a. Some staff members have volunteered to work the extended hours for overtime pay. Others have volunteered to work and are adjusting their work schedule. Security personnel will also work 8a-4a.

Judy Russell has spoken with the Student Government about conducting a student survey but has not received a response.

Starbucks will remain open the same hours as Library West.

Student Government asked SNAP about providing service during the extended hours but Judy has not heard any additional information about their request.

Head counts will be performed every two hours. Circulation reports will be run every two hours. It may also be beneficial to track which computers are being used (just which computers are being used, not what they are being used for).

Judy will talk with Barbara Hood about publicity.

In the future, if extended hours are made available better planning will need to be done to accommodate the 5hr window needed to update workstations with security patches.

Lori Driscoll and her staff are reviewing other institutions web sites and conducting a follow-up survey to determine if they offer extended hours. She and her staff have contacted 50 percent of the respective institutions.

6. New contract for security guards – Bill Covey

The new security firm contract bid process is complete. The current firm did not attend the pre-bid and therefore was not eligible for the new contract. Five additional firms attended the pre-bid meeting. Admiral Security Services out of Ocala won the bid and will probably begin providing service in January.

An orientation meeting will be planned for the new firm and library personnel. It was noted the week of December 17th would be a good time to hold the meeting because night and weekend staff will be here.

7. Strategic Planning Task Forces update – Bill Covey, John Ingram, Michele Crump & Shelley Arlen

The Strategic Planning Kick-Off meeting was held, Tuesday, November 13, 2007. Discussions are ongoing.

Biological and Physical Sciences – Michele Crump

Michele had members of her task force survey their respective departments. Individuals surveyed would like the following:

- Access to more electronic publications.
- Electronic access to professional associations and societies publications
- Library services and places to study/conduct research in their respective locations
- Library website revamped to be more user friendly

Michele sent a 2nd survey with more specific questions and asked members to respond by January 4, 2008.

Special Collections, Area Studies, & Government Documents - Shelley Arlen

Shelley sent a questionnaire to her task force members and asked members to respond by

December 4, 2007.

Members of her task force would like the following:

- More working relationships established with the various communities in Florida in order to solicit family photographs, work with school groups, etc.
- More sophisticated library exhibits
- More digitizing of collections.

Humanities and Social Sciences - Bill Covey

Members have had conversations about how much they use the library on an individual basis, as well as, assign their classes to use the library. Members would like to investigate if the library has a place in cross disciplinary studies.

Undergraduate Education - John Ingram

In general task force members do not see a need to have a liaison relationship with high schools.

Members of her task force would like the following:

- Access to more digital materials and would like the materials delivered

John is going to see if he can recruit a member from the UF Sustainability Committee to join his strategic planning task force.

LibQual+ Survey

The LibQual+ Survey recently closed. Comparative data is being entered and the library will receive the final survey report in spring 2008; however, raw data is available now.

8. Employee Recognition Committee awards information – Betsy Simpson

The ERC is seeking feedback from Library Council about the page they are creating to highlight and increase awareness about various awards. The page is available at <http://www.uflib.ufl.edu/committees/recognition/awards.html>.

The Special Libraries Associations (SLA) will be added to the page.

A suggestion was made to create a history of library individuals that have won the various awards and include that information on the awards web site.

A suggestion was made to send reminders about the various award deadlines to the All Library Staff email list.

9. Effort tracking – Brian Keith

The University of Florida must satisfy federal and state requirements for information related to the types of activities engaged in by faculty, staff and students. To do this, University Human Resources performs an after-the-fact Semester Effort Reporting Survey each term for all impacted employees.

The University now requires all UF employees to certify their effort by signing a printed Semester Effort Tracking Report. Benefited employees should sign the report themselves, unless there are unusual circumstances which prevent them from doing so. In those unique cases their supervisor should sign the report. Supervisors should feel free to sign student reports.

The reports should be signed and submitted to Library Human Resources by Monday,

December 3, 2007.

10. Other

UFL to UF domain change

Information about the proposed change is available at
<http://www.webadmin.ufl.edu/projects/domain-update/>

The Cost Efficiency Task Force has responded to the report with dissatisfaction given the funds it would take to complete the project.

Shared Remote Storage Facility

The Shared Remote Storage Facility will be discussed at the Thursday, December 6, 2007 CSUL Meeting. Judy Russell will ask the committee if there is sufficient interest in the project to attempt to move it ahead more quickly.