

Library Council
Smathers Library Conference Room
9am to 11am
Agenda for March 3, 2005

1. Approval of the minutes of [January 2005](#).
2. Spring LC Meeting Schedule (see below – Dale Canelas)
3. Staff Recognition and Awards Report (Ann Lindell)
http://www.uflib.ufl.edu/admin/libcouncil/agenda/SRA_survey_rpt.pdf
http://www.uflib.ufl.edu/admin/libcouncil/agenda/SRA_survey_results.pdf
4. LibQual Report (Lori Driscoll)
5. Strategic Plan Calendar Update (Denise Bogart for Steve Shorb)
6. Survey Meeting Results (Discussion – Dale Canelas)
7. New Employee Procedures (see below – Denise Bogart for Steve Shorb)
8. Discussion Proposal (Martha Hruska & Betsy Simpson)

BACKGROUND

2. The Spring membership meeting pilgrimage takes a toll on in-house library meetings. There are conflicts for the April 28 and May 26, and June 23 meetings including ARL and ALA. The April meeting could be changed to April 21. There is no conflict listed for April 21 on the Master Calendar. Owing to the number of conflicts in May and June, a single meeting is suggested for the two months -- on June 16. There is no conflict with this on the Master Calendar.
7. New procedures for hiring full time permanent employees (not OPS or student employees).
 1. Hiring managers must send an e-mail message to the appropriate division director when making an employment offer. This message will alert the director that a PeopleSoft hiring approval will be coming soon. Please check with your director on the specific content required for your division -- it should include name, position, person being replaced, proposed salary, and may include other information as requested by your director. This message is necessary to expedite the approval process on PeopleSoft. It will help get your new hire on board faster.
 2. Hiring managers must arrange to have a digital photograph taken of the new employee. Barbara Hood can provide that service. When the photo is ready, please write a brief email to be distributed to all staff. The email should welcome the new employee and provide others with some information about the newcomer's background and new assignment and be signed by the hiring manager. Forward the message and photograph to Jill Skotko in the library HR office. She has "all staff" emailing capability and will assure that your welcome announcement is distributed promptly.
 3. For general information and checklists on how to get new employees started, please see the pages on the HR website at:

http://web.uflib.ufl.edu/pers/develop/New_Staff_Orientation.html