

**Library Council
Minutes
October 25, 2002
Library West Conference Room**

Members in Attendance: Shelley Arlen, Dale Canelas, Gary Cornwell, Bill Covey, Michele Crump, Lori Driscoll, Carol Drum, Stephanie Haas, Martha Hruska, John Ingram, Cathy Mook, Jan Swanbeck, Carol Turner, and Robert Shaddy.

1. Update on lapse

- Lapse went up. Last year we kept \$125,000 to cover our lapse and this year the lapse is \$182,000. We are accruing savings to cover the \$50,000+ discrepancy. We are still waiting to hear if there will be more cuts after the November 11th election.

2. Update on book budget expenditures

- The state budget was \$6.87 million. There is approximately \$3.1 million left. We need to spend more, more quickly. This figure does not include \$715,000 from DSR and funds transferred from endowments.
- Foreign ordering will stop on approximately December 15th. Frank DiTrollo recommended this cut off so invoices can be paid in the same fiscal year as materials are ordered. Dale voiced concern that the December 15th deadline gives H&SS a short ordering period. She suggested the deadline be extended since we now get carryforward money that there is not such a need to spend out the budget for fear of losing it.
- General ordering will stop mid February.
- John Ingram and Michele Crump will need to look at how we can deal with encumbrances.

3. Update on LMS progress

- The 2nd data load is being reviewed. It includes some Acquisitions, Circulation, and Authority Records. It also contains corrections that were recommended from the 1st data load review.
- There has been some delay with the order records; however the Circulation data is OK.
- An extraction of the entire database to see how long it takes to extract, load, and index is planned toward the end of November.

- The OPAC Task force (Rich Bennett - co-chair) will submit their report November 1. Shortly after that the PSPC/OPAC subcommittees will receive the report for review. Both the ALEPH Implementation Steering Committee task forces, OPAC and Indexing, are looking at what needs to be supported on the joint union catalog.
- May 12th is still the target date for implementation.
- FCLA has scheduled a joint meeting with ECC, PSPC, CMC, DSPC, and TSPC November 18th-21st. They will be demoing and discussing MetaLib and SFX. They will also be discussing how the union catalog and universal borrowing will be accomplished.
- Work on the staff training facility in MSL should be completed by January.

4. TEAMS

- The conversion to TEAMS was not discussed at the Dean's Retreat in September.
- Carol Turner will attend Dean's Meeting next week and report back any information about TEAMS.
- If the University's goal is to have only essential staff on campus during the Christmas holidays, then they are probably looking at shutting down physical plant. If that happens the Library will be closed.
- Faculty will get four personal days at Christmas. This will probably only apply to 12-month faculty since nine-month faculty are already off during that period. USPS staff will probably have to use leave time during this period.
- The computing areas are being allowed to reclassify all position. Denise Bogart-Caballero has been told (orally) that the computing departments are the first and are being used as a pilot. Dale believes the library may be able to look at our classification in the future. Degree requirements for A&P and IT positions will probably be removed.
- Search committees will probably not be required but will be allowed for former A&P and USPS positions.
- The University will have to decide what the parallel TEAMS classifications will be for IT, LTA and Office Support positions.
- Hopefully the Library will be allowed to have separate classifications so that Library work can be defined. A committee consisting of individuals from Public Services, Tech Services, and Denise Bogart-Caballero making sure that some are chairs and USPS positions will begin to assess how the Library would want to reclassify. Carol Drum and Gary Cornwell volunteered to serve on the committee.
- Other Universities will have different plans.

- In TEAMS the lecturer title will be used like the instructor title is currently being used.
- There hasn't been any movement to remove faculty status from Librarians.
- Dale encouraged everyone to attend the informational workshops that the University's Division of Human Resources will be hosting throughout the months of November and December. While workshops will only address the status of A&P and USPS employees, everyone is invited to attend.

5. Policy for ordering paper calendars

- Everyone should be encouraged to use the electronic calendar available in OUTLOOK. There are, however, some tasks that lend themselves to paper calendars. If you feel you have need for paper 2003 calendars, please give a list, by staff name, with the type of calendar required, to The Supply Room in Library West by November 8th. The cost will be charged to your Departmental Supply Room budget. The request should include the Dept. Chair's signature.

6. Budget for supplies

- Supply budgets are being given to each department this fiscal year. The amount of funding given to each unit is the average of three years of "purchases" made by the unit. This amount does not cover "special orders" but only the items stocked and available from the Supply Room in Library West. There is not enough data to add budget for special orders at this time. Special order purchases will be tracked this year with the hope to add them next fiscal year. Any requests for additional funding should be made in writing so Business Services can continue to monitor and understand what is being done and what may be needed. If a department has a special one-time project that will use supplies from the supply room, a written request will be needed so that funding will not become part of the base. If there are any additional questions Barbara Oliver or Rob Roberts may be contacted.
- Business Services will continue to provide monthly budget reports to each department.

7. 3 year review of tenure track position

- The Library has to develop a process for three-year reviews of individuals who are not yet tenured but are in tenure track positions. Any one who has been here three years needs to be reviewed by their department and by the central library tenure and promotion committee. Advice should be sent back to the individuals about how they are doing in their progression

towards tenure. All colleges have implemented this process. This does not take the place of annual faculty evaluation. The review would not go to the University level. The Tenure/Promotion Committee would report findings to Dale and she would relay this information to the chair of the department and the individual.

- The Faculty Evaluation Standards Committee will be assigned this task.

8. Time Tracker Application

- Stephanie Haas distributed screen prints for a Time Tracker Application program being developed in DLC to help simplify time keeping for student employees working on and being paid out of several different grant accounts. It hopes to tie student work to a particular process so DLC knows what grant to pay them off of.
- The demo requires more programming to connect it centrally. It currently works on a stand-alone workstation in DLC.
- DLC can arrange for a demonstration for anyone who is interested in seeing how the program functions.