

**Library Council
Minutes
September 26, 2002
Library West Conference Room**

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

1. Approve Minutes

- The minutes for the July 2002 Library Council meeting were approved.

2. Strategic Plan

- As previously requested, the SPIT Committee provided the below listed items to the Library Council for review/comment:
 - a. Review Charge to Spit
 - The charge was approved, with SPIT instructed to re-format the document in accordance with the guidelines for committee charges in the current Policy and Procedures manual.
 - b. Updated scorecards
 - During the Director's Retreat on September 20, 2002 nothing was deleted from the scorecards and the following were added
 - Insert after 3.1 - Increase funds available through expanded individual and corporate donor contacts and increased exploration of grant opportunities.
 - Insert after 1.6 - Enhance collections congruent to the priorities expressed in the University of Florida Strategic Plan.
 - Insert after 1.11 - Evaluate offering expanded desktop delivery services (in both print and electronic form).
 - It was noted that the Insert after 1.11 "Evaluate offering expanded desktop delivery services" includes both print and electronic format services.
 - It was noted that the order of presentation (numbering) should be consistent.
 - c. Rewording 5 strategic objectives
 - As a result of the Director's Retreat on September 20th the strategic objectives have been reworded to clarify meaning.

- Concern was noted that the change in number four from “Increase staff influence on organizational outcomes within the library and throughout the University” to “Increase staff participation within the library and throughout the University” was not only a rewording but a shift in meaning. As a result, the Library Council agreed that number four should be reworded and will now read, “Increase staff participation within the library and throughout the University to influence organizational outcomes.”
- d. Areas of focus
- The scorecard objectives selected for priority action (focus list) were modified substantially at the Director’s Retreat and will probably change periodically as the Libraries’ specific needs change and as the environment changes. For instance, random shifts in funding, changes in University Administration, etc.
 - Concern was noted that improving facilities in terms of the Library West renovation and maximizing the Library space we currently have is not adequately addressed in Objective 4.8 - Improve staff training and planning facilities. As a result, the Library Council agreed that Objective 4.8 should be change to “Improve effective use of all existing, renovated, and planned library facilities to optimize user, staff, and collection space.”
 - SPIT will put together an analysis of library hours based on the LIB QUAL results.
- e. Process Explanation
- SPIT committee was asked to outline what the specific elements of the strategic planning process are. The committee divides the activities of the strategic process into six categories called elements.
 1. Articulating Vision and Mission
 2. Situational and Environmental Analysis
 3. Developing Strategic goals and objectives
 4. Measurement
 5. Education and Staff Development
 6. Communication
 - SPIT is willing to attend department staff meetings to discuss or clarify the six elements.
 - It was suggested that managers should discuss these planning elements with staff. It was also mentioned that the six elements could be used by library committees to better describe their areas of contribution to the library’s strategic direction.

3. **Appoint Travel Committee**

- The proposed committee charge and recommended membership was approved.
 - Charge -
 - Review current and past allocation strategies for Professional Development travel.
 - Recommend any new allocation strategies for processes that will make PD travel better support our goals.
 - Recommend a specific methodology, with implementation details, for allocating the funds available beginning with the next fiscal year.
 - A final report due date of Dec. 2 is preferred. If not possible, a status report is due on Dec. 2 indicating when a final report can be expected.
 - Membership -
 - Gary Cornwell, Facilitator
 - Tatiana Barr
 - Trudi DiTrolio
 - Cathy Mook
 - Charles McElroy
 - Barbara Oliver, ex officio

4. **Appoint A&P Evaluation Standards Committee**

- The proposed committee charge and recommended membership was approved.
 - Charge -
 - Compare library policies and procedures relating to annual evaluations for A&P staff with those of the University to ensure clarity and consistency.
 - Review current library instructions on procedures for conducting the annual evaluation.
 - Review the format for annual appraisals for clarity and ease of use. Specifically, examine the ratings categories and their respective definitions to assure that they are appropriate for A&P staff.
 - Determine whether there should be differences in policy and procedures for A&P staff and recommend how they can be documented and implemented.
 - A final report due date of Dec. 2 is preferred. If not possible, a status report is due on Dec. 2 indicating when a final report can be expected.

- Membership –
 - Barbara Oliver, Facilitator
 - Bill Covey
 - Barbara Gunderson
 - Jim Liversidge
 - Denise Bogart-Caballero, ex officio

5. **Appoint Faculty Evaluation Standards Committee**

- The proposed committee charge and recommended membership was approved.
 - Charge –
 - Compare library policies and procedures relating to annual evaluations for faculty with those of the University to ensure clarity and consistency.
 - Review current instructions on procedures for conducting the annual evaluation as outlined in the Career Development Handbook.
 - Examine the current standards found in the Career Development Handbook. Assure that the “Standards for Tenure and Promotion” document is clearly written to identify library policy and the criteria to be used as the basis for annual performance appraisals.
 - Review the format for annual appraisals for clarity and ease of use. Specifically, examine the ratings categories and their respective definitions to assure that they can be applied successfully to faculty at all levels.
 - Determine whether there should be differences in policy and procedures for library faculty whose positions are not tenure accruing (Associate in and Assistant in).
 - A final report due date of Dec. 2 is preferred. If not possible, a status report is due on Dec. 2 indicating when a final report can be expected.
 - Membership –
 - Carol Drum, Facilitator
 - Michele Crump
 - Colleen Seale
 - Bob Singerman
 - Denise Bogart-Caballero, ex officio

6. **Update on LMS progress**

- The first data load of approximately 75,000 records is being reviewed. Thus far the integrity of the bibliographic records appears to be intact. However, some problems with holding notes have been encountered.
- The second data load will include circulation, acquisitions, and authority records.
- May 12th is still the anticipated date for Aleph 15.2 implementation.
- UF will be implementing university ID's instead of using social security numbers. The Aleph 15.2 system that will be implemented in May will use the new UF Ids.
- Harvard is the only institution that has Aleph 15.2 up and running.

7. Report on SUL Meeting

- FCLA received a \$400,000 cut. ECC is dealing with that cut.
- FCLA lost \$300,000 in equipment money. They are holding on to the equipment money they have left due to an anticipated cut after the November election.
- \$75,000 has been allocated for continuation of PALMM, the SUL digitization program
- The State University Library Directors strongly affirmed their intention and willingness to work together in providing library services for all the universities.

8. Building update

- Area Studies will be housed in Library East.
- Government Documents will move to MSL
- Library West will house Humanities and social Science collections, Access Services, H&SSS, Microforms, and Current Periodicals
- Revised plans are going to Chris Eastman next week. She will forward the plans to the architects.
- When a larger off site storage facility is provided and funding is received to make the necessary changes in Smathers Library so it can house Area Studies, Judaica will be moved back from Education, Africana and Asiana will be pulled from the HSSS stacks and the four collections (including Latin Americana) will have a central service point on the main floor.

9. Other Business

- Welcome to Robert Shaddy, the new Chair of Special and Area Studies and Shelley Arlen, Interim Chair of Collection Management effective October 4, 2002.

- An email providing the appropriate link will be sent to all staff once the directors have reviewed the Library Council minutes and they have been posted to the web.
- November's Library Council meeting has been changed from November 28th to November 21st. December's meeting has been changed from December 26th to December 19th.