

**Library Council  
Minutes  
May 29, 2003  
Library West Conference Room**

**Members in Attendance:** Shelley Arlen, Dale Canelas, Bill Covey, Carol Drum, Martha Hruska, Erich Kesse, John Ingram, Cathy Mook, Betsy Simpson, Jan Swanbeck, and Carol Turner

**1. Approve Minutes**

- The minutes for the [April 2003](#) Library Council meeting were approved.

**2. Discussion of the Three Year Review process**

<http://www.uflib.ufl.edu/msl/facultyeval/threeyearreview.html>

- The committee did not receive much guidance at the University level aside from being told the three-year review is an internal process.
- Based it on the tenure and promotion form.
- The Libraries Tenure and Promotion Committee thought the three-year review should take place in the Fall Semester. To determine the review year, add a "3" to the hiring year.
- The first paragraph for number three in the procedure's section will be changed to read, "The Tenure and Promotion Committee is responsible for submitting a written report for the candidate to the Director of Libraries that discusses progress toward tenure. In addition, the report should highlight areas of strength and discuss any areas that need improvement." The second paragraph for number three will be deleted.
- Number four in the procedure's section will be changed to read, "A letter from the Division Director and the Department Chair outlining the results of the Tenure and Promotion Committee's report should be forwarded to the candidate. The Division Director and Department Chair should schedule a follow-up meeting with the candidate to discuss the tenure review. The Director of Libraries will meet with Division Director and Department Chair to discuss the tenure review."
- If there is a written report from the Tenure and Promotion Committee and it includes all employees being reviewed then it should go to the Director of Libraries, not to the candidate or into the packet.

**3. Discussion of how to ensure wide faculty input into the modifications to the Career Development Program – Carol Drum**

- Library faculty will be made aware of and have input into the modifications to the Career Development Program during a General meeting that will be held in September.
- The Libraries Tenure and Promotion Committee feels that the current evaluative statements being used should be reviewed for change. There was discussion on the pros and cons of adding the evaluative statement in each category, as well as one overall evaluative statement.
- A statement about merit and instructions that at the time of submitting the evaluation a ranking and reason for ranking needs to be submitted will be added under the Annual Performance Evaluation section.

**4. Report on moves – Carol Drum**

- The movers are currently waiting for a shipment of boxes in order to move the remainder of the Deweys out.
- Approximately 50% of the journals in MSL have been moved to a new location.
- The moves should be complete by the end of next week.
- Dale reported that Chuck Frazier hopes to report to her next week that we are getting a storage facility.

**5. Update on West addition – Dale Canelas, Steve Shorb, John Ingram, Carol Turner**

- The architects have provided floor plans with furniture layouts for the entire building.
- Design development will begin with the next set of plans, which we should receive by June 19<sup>th</sup>.
- Groundbreaking should occur in November. We will lose the parking lot at that time.
- Considering closing Library West for approximately 24 months in order to complete the addition/renovation more quickly. Other than that it would take 4 years to complete both projects. It would be a 1.5 million dollar savings if the Library were closed. Dale will have to take this to the Faculty Senate.
  - Carol Drum noted that if Library West is closed and we are looking to combine references desks in MSL that two computers can be added to MSL's reference desk. She could also look into integrating a good portion of the important reference materials. She also believes that MSL could house ILL.

## 6. Update on University Endowment Management – Dale Canelas

- Dale passed out a chart for the University of Florida Foundation investment returns through June 30, 2002
- Some endowments have been devalued anywhere from 20-30%. They are having the most trouble with endowments that were made within the past three years because the losses on the stock market have all come in the last three years. Other endowments that were made 10 years ago have had time to increase over several years, so the losses of the last three years haven't reduced them to below the initial endowment value. Accounts are not being mismanaged.
- The endowments are run by a sub committee of the Foundation Board (not staff driven) and are people who hold important positions in various financial institutions in Florida. They have been very careful and have used professional advisers. The losses are on target for public universities. The reduction in endowment values does require a plan of action for the university in order to increase the value of the endowments back to their original value. Therefore, they will only count 90% of the actual value of each endowment and provide 4% of that for the spendable account. All of the remainder will go back into the endowments. They anticipate that it will take eleven years for the original gift to come back.

## 7. Report on the Dean's Meeting of May 28th

- Budget
  - UF has a recurring cut of 11.8 million.
  - Tuition increase of 8.5% for in-state undergrads and all other students (mandated by legislature).
  - A 6.5% discretionary increase for all but in-state undergrads on top of the 8.5%. Theoretically, that could equate to a 15% increase for graduate and out-of-state students. However, UF will not raise tuition 15%. On a national level the tuition that we charge out-of-state students is comparable to other institutions and to raise it 15% would cause us to lose students. They anticipate generating 13.5 million dollars with the increases, which would result in a 2 million dollar increase in income this year.
  - IFAS received a 2 million dollar cut and the Health Center received a 2.5 million dollar cut. IFAS has too few students to offset the 2 million dollar cut with a tuition increase.
  - Salary raises are 2%, effective December 1<sup>st</sup>. The Legislature mandated a minimum of \$400 and a maximum of \$1400, however, the university is not sure yet if the Universities are subject to these

limits or whether devolution is going to pass. There is still one more special legislative session and it will be discussed in that session. Promotions and the salary performance plan will be funded separately.

- UF got 12.5 million in non-recurring lottery dollars. The funds were originally going to be used to offset operational reductions but the language attached makes it appear as though all of the funds will be used for challenge and Cortelis grants.
- UF got 25 million dollars in PECO money. \$13.6 goes to the Library West addition/renovation, \$5 to Genetics, \$6.5 million to infrastructure, and \$10.2 in Minor Money. The Law School Library did not receive any funding.
- The Student Health Care Center website has information about SARS and what the university should be doing. It is the responsibility of returning university travelers and incoming university members to contact the Student Health Care Center prior to returning to campus when they return from a SARS infected area. The center will conduct a questionnaire by phone. It is the responsibility of those bringing international travelers to campus to contact the Student Health Care Center to discuss pre-event planning in regards to SARS. Dale will have Denise confirm what type of leave an employee would have to use if not permitted back to work.
- Lecturer Rank - This is an instructional track and a teaching portfolio should be required. Curriculum and course development should be addressed. The timing should be similar to tenure and promotion track ranks. For the first two to three years all promotions will go to the Academic Personnel Board. Promotions at the Assistant In, Associate In, and Senior Associate In levels are the Dean's decision and will not come to the AP board.
  - Carol Drum made note that the library needs to develop different tenure and promotion criteria for Assistant In series.
- Because of a disagreement between the union and the university, there was a hearing to decide what positions the bargaining unit should contain. The hearing officer has 45 days to render his/her opinion. The university requested that Assistant In and Department Chairs be removed and that IFAS and the Law School faculty be added. It will probably take the rest of the summer to settle these issues. Even after the hearing officer renders his/her opinion, either the union or the university can object. In the end PERC will decide. It is believed that the election will probably be held in the fall.

## **8. User Privacy - Dale Caneals**

- Dale feels we need to have something on our webpage that informs users that we could have our circulation records subpoenaed by intelligence or law enforcement agencies. Dale suggested that we post the following statement on our website:

Although the University of Florida Libraries makes every effort to protect the privacy of user circulation records (including books, computer use, and Internet searches), the Libraries may be obligated to release such information to federal law enforcement agents in response to a search warrant or subpoena issued in accordance with the Foreign Intelligence Surveillance Act, 50 U.S.C. 1861, as amended by the USA PATRIOT Act (Public Law 107-56). That law prohibits library staff from informing you that it received such a request.

The statement will be added to staff and public machines. It will appear and require the individual to click a “read” button to continue. If intelligence personnel ask for such records they should be referred to the Director’s Office.

#### **9. ALA Update - Toronto**

- As of now ALA has not been canceled.

#### **10. Video**

- Videos will begin being broadcast on the dorm channel. Carol Turner suggested that the library work on videos highlighting library services and asked that any staff interested in working on such a project contact her. Erich Kesse suggested that Carol contact the Digital World Institute as they might have students that need a project to work on.

#### **11. Library Council meetings for June and July**

- Dale will not be available to attend the June meeting. The acting director will be responsible for determining if there is a need to hold this meeting and for setting the agenda.
- Dale will not be available to set the agenda for the July meeting. The acting director will be responsible for setting the agenda.