

**Library Council  
Minutes  
September 25<sup>th</sup> meeting held on October 3, 2003  
Library West Conference Room**

**Members in Attendance:** Shelley Arlen, Denise Bogart-Caballero, Dale Canelas, Gary Cornwell, Bill Covey, Trudi DiTrollo, Lori Driscoll, Carol Drum, Martha Hruska, Erich Kesse, Cathy Mook, Robert Shaddy, Steve Shorb, Betsy Simpson, and Carol Turner

**1. Task Force on Quality of Life Issues for UF Faculty – Angel Kwolek-Folland**

- Dr. Kwolek-Folland, Chair of the Provost's and Faculty Senate's Task Force on quality of Life Issues for Faculty described the task force and solicited ideas and comments from chairs and directors regarding their perspectives on these issues. Documentation provided: [description of task force](#), [calendar of open forums](#), and [response form](#).

**2. Change Workshop**

- Assistant Director for Personnel Services Jodi Gentry presented a workshop entitled, Leading the Challenge of Change. She may be contacted at 392-4626 or by e-mail [jodi-gentry@ufl.edu](mailto:jodi-gentry@ufl.edu).

**3. Approve Minutes**

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

**4. Transition Status – Dale Canelas, Steve Shorb**

**Waldo Building –**

- Two meetings have been held with UF's Physical Plant Coordinator and 2-3 representatives from the construction firm for the project. The project [timeline](#) indicates a January 15<sup>th</sup> completion date. Shelving can probably be erected in the building a couple of weeks prior to January 15<sup>th</sup>.
- The same bid process to select the compact shelving vendor for Library West is being used. A [diagram](#) of how the shelving will be placed in the facility was provided.
- Construction has started. It will be an unsafe environment while construction is in process. A suggestion was made to take photos for the construction website.

### **Staff Moves –**

- Trudi DiTrollo is sending out move schedules. Sandra Melching, Barbara Hood, and Human Resources will move on October 13<sup>th</sup>.

### **Collection Moves –**

- Documents collection will move to MSL starting on October 6<sup>th</sup>.
- The big move of materials in Library West is out to bid.
- The reference collection is scheduled to move on December 16<sup>th</sup>.

### **Costs –**

- Thus far the storage facility project has cost \$1.2 million, which is over budget. Dale Canelas will discuss budget issues with the Provost after she receives the cost figures for the Library West materials move.

## **5. Grants Management Committee Interim Report – Robert Shaddy**

- Robert Shaddy presented the Grants Management Committee interim [report](#). The committee anticipates that the final report will be ready to present at the November Library Council meeting.

## **6. Career Development Manual Final Report – Carol Drum**

- The Career Development Handbook revision is nearing completion. UF's requirement for research still needs to be added.
- It was noted that the research requirement should be included on the annual and semester assignment.
- Carol Drum will present a final report at the next Library Council meeting.

## **7. Travel Committee**

- The Travel Committee finished the first round of travel allocations. Comments, suggestions, and/or concerns about the process should be given to Gary Cornwell.