

**Library Council
Minutes
January 21, 2004
Library West Conference Room**

Members in Attendance: Shelley Arlen, Denise Bogart, Dale Canelas, Gary Cornwell, Bill Covey, Lori Driscoll, Carol Drum, Martha Hruska, John Ingram, Erich Kesse, Tom Minton, Cathy Mook, Robert Shaddy, Steve Shorb, Phek Su, and Carol Turner

1. Library Web page – Tom Minton

- The Libraries' web site is going to be revised. Revisions will result in a more consistent, comprehensive, and cohesive web site. Tom distributed the [Library Web Design Development Plan](#), [draft homepage](#), a [template](#) based on the draft homepage, and an example of the [technology](#) that will be used. The WAG (Web Advisory Group) is seeking feedback in the following areas:
 - Homepage layout
 - Links that should appear on every page (user perspective) and the relative importance of such links
 - Desired features
 - Type of pages needed at the second and third levels
- After feedback is collected a draft will be developed and presented to leadership groups, web content providers, library units, staff in general, and users.
- Martha Hruska asked that time is allotted in divisional meetings for Tom Minton to present the design development plan.
- Tom was not certain how user feedback is going to be collected. Gary Cornwell suggested that Tom talk to Marilyn Ochoa about incorporating a library web page design assignment into the honors class that she is teaching. This class could be used as a focus group.
- External style sheets, using xhtml code, will be used for the new design. External style sheets will allow presentational elements to be changed by altering a single file on the server. XHTML and external style sheets are the coming standard and make pages more flexible. Flexibility is very desirable given that we do not know what accessibility standards UF or the federal/state government will require in the future.
- UF is developing new web standards. Tom anticipates that certain presentational and navigational elements will be required on all UF pages. He anticipates at a minimum departments will be required to have the new UF brand and a search element (to the UF Web site) toward the top of each page.

2. Approve minutes - Group

- The minutes for the [September 2003](#) (held October 3, 2003) Library Council meeting were approved.

3. Name for DOT building – Cathy Mook

- This topic was discussed, numerous suggestions were made, none of which achieved widespread acceptance. The committee decided that recommendations for a name should come from the staff that will be working with items from that facility. Lori Driscoll is going to solicit feedback from staff involved with the facility on a daily basis and report the results to the Library Council via email.
- **Later note:** Lori did so and after feedback by email, the directors accepted the name having the highest number of first place votes from the staff – Auxiliary Library Facility (ALF).

4. Issues raised by the Tenure and Promotion Committee

- Dale Canelas sought feedback from committee members about the [three-year review process issues](#) sent forth by the 2003-04 Tenure and Promotion Committee.
- The issues have been previously reviewed by the Library Directors and they concluded that a workshop/training program should be developed for anyone supervising professional staff. It was suggested that the workshop could advise supervisors and faculty about the language that should be used for annual letters of evaluation to avoid inconsistencies in style and content. The workshop should also address the issue of evaluative comments. Evaluative comments must focus on the emphasis/context/impact of candidates work.
- Workshops for faculty on constructing research narratives were suggested.
- Given that the three-year review packet does not currently include letters of support a vote for successful progress towards tenure was suggested. It was decided that a voting process is not appropriate. However, a brief narrative by the chair on the department's discussion will be required for each packet.
- The term refereed journals will be changed to refereed articles.
- Workshops were suggested to help faculty brush up on the tenure process. UF offers workshops on the tenure process and it is the individual's responsibility to attend.
- Workshops will be held to teach department chairs how packets should be reviewed and assembled. Issues such as padding will be covered and department chairs will be required to attend. UF provides these types of workshops; however those sessions are not detailed enough. Denise reminded the committee that Personnel has examples of good packets. Denise also reminded the group that the Library schedules a discussion each year for tenure candidates and their supervisors that

includes the directors and representatives of the T&P Committee. These sessions cover the basics and specifics of the content of library packets. And it is an opportunity to answer any questions individuals might have.

- It was agreed that an effort should be made to get a library person appointed in the rotation of the UF Personnel Board membership.

5. Transition status – Dale Canelas and Steve Shorb

- Keys to the DOT building were turned over to the Library two days ago.
- Space Saver has begun to install five ranges of tall shelving. Installation of the low shelving (old shelving from West) will begin in a week. Installation of both sets of shelving should be finished in approximately three weeks.
- The books from Library West are scheduled to move to DOT beginning on February 2nd.
- Staff moves are complete aside from Access Services and Facilities staff that will be moving to DOT on January 26th.
- Collection moves are complete aside from the main collection, LAD, and a pocket of Documents material in MSL.

6. ALEPH implementation – Martha Hruska

- May 3, 2004 is still the STP date for ALEPH.
- The ALEPH Implementation Steering Committee and Martha have been meeting monthly with FCLA staff to track the status of critical path items. Rich Bennett will be sending out an all staff update in the near future.
- The Web Opac is up in production. It is not final but it is a visible place for people to look at what is emerging as our ALEPH Opac. It contains a link to the CCLA site. CCLA has brought up ALEPH for all the community colleges as of two weeks ago.
- Staff are now able to test and play in the production mode of ALEPH.
- Training groups are in place for all of the functional clients that are involved with ALEPH. Training sessions should begin being scheduled at the end of February.
- Rich Bennett and LeiLani Freund will attend Metalib training in Jacksonville. Metalib should be implemented over the summer.
- The UF NOTIS catalog will close at the end of March.

7. New retrieval process – Lori Driscoll

- The retrieval form has been modified and improved.
- Nighttime and weekend staff are handling the bulk of requests and staffing is inadequate. Staffing problems during the evening and weekends are being reviewed. MSL is assigning reference staff on Saturday.

- The volume of retrieved items is possibly up to 500 a day.
- Information on the form is kept for two weeks and then purged.
- Because of heavy use of best plays, dissertations, and monographs these will be housed in Paged.
- Space has been identified in MSL for some of the Florida newspapers microfilm.
- Documents put microforms on 2nd floor in MSL; however the location codes were not modified.

8. PeopleSoft impact on the libraries – Steve Shorb

- PeopleSoft is a comprehensive administrative system for UF.
- MSL 308 has been reserved on Fridays for training. Training will start February 27, 2004.
- Staff cannot get a log on without attending the appropriate training to become certified to use the system.
- Trudi DiTrollo will coordinate training and should be contacted with any questions.

9. Auction

- The auction will be held on January 31st starting at 9:30am in the Library West parking lot.
- Lori Driscoll noted that Library Design Systems will be working on Saturday/Sunday and will need access to the loading dock.