

**Library Council
Minutes
March 3, 2005
Smathers Library Conference Room**

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

Members Absent: Lori Driscoll and Steve Shorb

Guest: Denise Bogart and Ann Lindell

1. Approval of January minutes - all

- The [January 27, 2005](#) minutes were approved.

2. Spring Library Council Meeting Schedule – Dale Canelas

- There are conflicts for the April 28 and May 26 meetings including ARL and ALA. The April meeting will be rescheduled to April 21st. Owing to the numbers of conflicts in May and June, a single meeting on June 16th will be held in place of the May 26th and June 23rd meeting.

3. Staff Recognition and Awards Report – Ann Lindell

- Ann Lindell provided a [report](#) on the [Staff Recognition and Awards Survey Results](#) and Recommendations of the Committee. A lot of the feedback indicated that staff members want informal recognition.
- Areas discussed at Library Council:
 - Formalizing the awards program and tying it more closely to goals and objectives. How to do it. What could the tangible rewards be?
 - Convocation – Timing (beginning or end of year). How departments would handle coverage so all staff could attend. Department heads should discuss this with staff and provide Ann Lindell with feedback concerning timing preference.
 - More departmental/division level events
 - Holiday Party – Suggestion to include Health and Law to cultivate working relationship among staff. The Holiday Party Committee should feel free to bring questions to Dale Canelas and John Ingram if need be.
 - Library Wide Newsletter – Would need Library wide staff involvement to be successful. Betsy Simpson will send LC a link to the Acquisitions/Licensing and Metadata/Cataloging newsletter.
 - C&RL News – In the past Barbara Hood has sent announcements however for the past couple years she has not been given very much information to submit.
 - Bulletin Board for staff member of the month, staff accomplishments, etc.
 - Model for University level Librarian award.
 - Using profits from the library bookstore sales to fund recognition/awards activities. It was noted that the Bookstore does not make a profit over staff costs.
 - Florida ACRL – Tatiana Barr submits items. A suggestion was made to send what she submits to all library staff.

- More team recognition
- Incorporate a meet and greet opportunity into the New Staff Orientation.
- Mentor/mentee happy hours
- All staff email to announce new hires.

4. LibQual Report

- Robert Shaddy provided a LibQual Status Report. The survey is ready and may be previewed at <http://www.libqual.org/Preview/index.cfm?ID=123514>
- Slight changes were made to the standard discipline list to bring it more in line with our users, removing "Law," "Health," and "Performing and Fine Arts" and adding "Health & Human Performance," "Music," and "Fine Arts." Because of the LW construction, LW was modified to "Library Retrieval Service" and Special Collections was added. This will allow for easier identification of trends related to specific disciplines and collections. We are also participating with the other Florida SULs in providing five additional questions (FIU, UCF, USF).
- Winston Harris has culled the email sample. This year 1000 faculty, 2000 graduate students, and 5000 undergraduates will be sampled. Concern was noted about the sample size being too small to differentiate between colleges so a suggestion was made to distribute the survey to all UF faculty, graduates, and undergraduates if it is not too late. Lori Driscoll was not able to attend the Library Council meeting but provided the below response on behalf of the LibQUAL+ team on March 4th.
 - *I apologize for not attending yesterday's Library Council meeting; I was interviewing our first candidate for the ILL librarian position. Thank you, Robert, for providing the update on LibQUAL+ 2005.*

It was mentioned that we should send the survey to everyone at the University if it's not too late. It actually is too late to do that this year for a number of reasons, the foremost being that our Institutional Review Board approval is based on this particular sample size, and we are required to seek approval if we alter that. The second factor to consider is the public information that has already been created and released on myUFL and printed in the Faculty Newsletter. Furthermore, Winston has pulled the sample email addresses for us and we're ready to send the announcements on Tuesday.

The 2005 LibQUAL+ Management Handbook, Chapter VI states:

"Many academic libraries and smaller institutions choose to survey their entire population. If your population groups are smaller than the recommended sample size [900 undergrads, 600 grads, 600 faculty, 600 staff], you should survey your entire population. Including university staff and library staff in the survey is optional. The major consideration to consider if you survey your entire population is the possibility of survey fatigue among your users, depending on how frequently you decide to administer user surveys." (p.23)

Our results have been statistically valid each year, but this year will feature the largest sample size to date. When we receive our results this year, we'll have enough data to allow us to revisit the decision

about sampling versus surveying the entire population for the next survey.

- The email messages have been revised and the informational Web pages updated. The first announcement will be sent on March 8th. The survey link will open and the invitation will be sent on March 15th. A reminder notice will be sent on March 22. The survey will close on March 29th.
- Barbara Hood has handled publicity and it appears that everything is in order to do the survey.
- The LibQUAL+ administration group meets again Friday, March 4th and 10th.

5. Strategic Plan Calendar Update

- Library Council members were reminded about approaching deadlines for divisions to have used internal processes (January 15th-March 15th) to map plans onto scorecards. On March 15th cards should be provided to SP&M Committee for posting as "new objectives" and cards should be available to assist in forming annual goals and objectives at division, department and individual levels.
- The SP&M committee will present an update at the April 21st Library Council meeting.

6. Survey Meeting Results – Dale Canelas

- Dale Canelas has not received Jodi Gentry's report about the survey meeting results. She hopes to receive this report by the end of this week to distribute to faculty. Dale would then like to meet with the other directors and department chairs to discuss the report and to draft a report to be distributed to faculty.

7. New Employee Procedures – Denise Bogart

- A change in PeopleSoft security procedures has resulted in new procedures for hiring full time permanent employees (not OPS or student employees).
 1. Hiring managers must send an e-mail message to the appropriate division director when making an employment offer. This message will alert the director that a PeopleSoft hiring approval will be coming soon. Please check with your director on the specific content required for your division -- it should include name, position, person being replaced, proposed salary, and may include other information as requested by your director. This message is necessary to expedite the approval process on PeopleSoft. It will help get your new hire on board faster. **(NOTE: To simplify this process hiring managers could copy the appropriate chair and division director on the email sent to HR to initiate the hiring process.)**
 2. Hiring managers must arrange to have a digital photograph taken of the new employee. Barbara Hood can provide that service. When the photo is ready, please write a brief email to be distributed to all staff. The email should welcome the new employee and provide others with some information about the newcomer's background and new assignment and be signed by the hiring manager. Forward the message and photograph to Jill Skotko in the library HR office. She has "all staff" emailing capability and will assure that your welcome announcement is distributed promptly. **(NOTE: Denise Bogart will modify this procedure to state that the new employee's picture should not be included in the**

welcoming email due to email Inbox size constraints. The email should indicate that the picture is available on the Library Web site.)

3. For general information and checklists on how to get new employees started, please see the pages on the HR website at:

http://web.uflib.ufl.edu/pers/develop/New_Staff_Orientation.html

- Denise Bogart welcomed supervisors, department chairs, and division directors to contact her if there are questions regarding salaries for library positions. Pay ranges for various library positions could be included in the classification guide that is currently under development.

8. Discussion Proposal

- There is sentiment that cross-divisional communication is lacking and there is a desire to get staff talking across divisions about the direction the libraries are headed. Some suggestions to facilitate this were:
 - Encourage library wide proposals for discussion ideas.
 - Events (such as teleconferences) with a discussion afterwards. **(One example of this is the ACRL Webcast at <http://www.learningtimes.net/acrlwebcast.html> on Thursday, March 10th, 1p-2p on the future of libraries.) Trudi DiTrollo will help organize a discussion session after the Webcast.**
 - One suggestion was for each division to organize a roundtable discussion that would be open to all. This could be optional, a division would not be required to organize a roundtable.

9. Other

- A suggestion was made that a Public Services department head involved with library west should meet with the directors to get an update.