

**Library Council
Minutes
September 24, 2009
Smathers Libraries Room 1A
9a-11a**

Members Present: Shelley Arlen, Rich Bennett, Steve Carrico Tara Cataldo, Bill Covey, Michele Crump, Sam Huang, John Ingram, Brian Keith, Patrick Reakes, Cathy Martyniak, Wallace McLendon, Rob Roberts, Judy Russell (Chair), Rachel Schipper, Betsy Simpson, Jan Swanbeck, Laurie Taylor, Ben Walker

Members Absent:

Guest: Winston Harris, Chris Nicolich, Stephen Williams

1. Grover Expansion

Winston Harris, Chris Nicolich and Stephen Williams provided a demo of the workflow associated with the latest Grover expansion. The expansion will allow for the submission of patron requests. The expansion was created in large part due to web form submissions and the desire to be able to track that information. This will allow for tracking of patrons requests. For purposes of the demo the system is currently set up to send the Grover ticket to the head of each department. It is possible to assign another designee. The purpose for having the Grover tickets routed to a single person's mailbox is to have accountability. That level of accountability is lost if the Grover ticket is sent to a departmental mailbox.

- The notification goes to a single person mailbox – what if that person is out?
- Suggestion made to send it to everyone in a department in addition to the primary person responsible for reviewing and routing the ticket.
- How does it relate to AskA? It is a totally separate interface.
- Suggestion made to have more conversations about this prior to implementation. Middle Managers will be a good place to start such conversations. This topic will be added to the next MMM.

2. Approval of May 28, 2009 Minutes

The [August 24, 2009](#) minutes were approved.

3. Development Report - Sam Huang

Since August 24, 2009 the libraries have raised \$97,138. Forty four individuals contributed and are broken down into the following categories:

- 14 Alumni
- 11 Friends
- 14 Parents
- 5 UF Faculty/Staff

Grant

UF has received a strong unofficial indication that UF will be awarded a grant (approx. \$16 million) for the VIVO project.

Bess de Farber submitted a grant proposal to NEH Fellowships at Digital Humanities Center (approx. \$96,707).

Pay for Performance Fundraising Initiative

The Alumni Association has partnered (1st time in UF history) with the Libraries for the Pay for Performance Football Challenge. To date, 27 people have pledged – 7 from Library

Leadership Board, 6 library faculty/staff (Sam thanked LC member who have pledged) and 14 from UF Alumni/Friends Group. Pledges can be assigned to a specific area, such as, HSCL, DLC, Special Collections & Area Studies, etc.

If the football challenge is a success the library hopes to establish the same type of fundraising initiative for basketball (3pt shots).

Wish Lists

Sam would like library faculty to prepare a wish list for the next Chapter One publication. There are three criteria for submission – must have bibliographical information, must be \$500 or more and must contain a one line summary of how this resource will help students learn. The deadline is October 19th. Sam will send an email to all library faculty.

Thank you card competition

The Fine Arts students will be competing in a competition to design a thank you card for the library to send to donors. An anonymous donor has given \$100 for the first prize winner. Theme will be libraries and the card must describe how the library helps that student learn.

Madelyn Lockhart Event

An appreciation event was held in honor of Madelyn Lockhart. The event was very well received by Dr. Lockhart and her family.

4. HR Report – Brian Keith

Searches

- Marston Science Library – 2 Visiting Assistant Librarians – will replace effort of the faculty members that will be reassigned to the grant – 19 applicants thus far
- Head, Access Support – one candidate has already interviewed and a second is scheduled for October 9, 2009.
- Marston Science Library – Chemistry Librarian Search – one candidate has been interviewed. A second candidate is scheduled for September 25, 2009.
- Head, Price Library of Judaica – candidate will be interviewed October 1-2, 2009.
- Marston Science Library – Assistant II – hope to extend offer soon
- Government Documents – Associate I – hope to extend offer soon

Provisional Searches for VIVO Grant – 2 year appointments

- Marston Science Library - Program Assistant – thus far 92 applicants thus far
- Marston Science Library - Metadata & Ontology Expert – 21 applicants thus far
- HSCL – Educational & Training Program Coordinator – 11 applicants thus far
- HSCL - Senior Information Specialist (aka - Marketing & Communications Coordinator)- 42 applicants thus far
- HSCL – pending backfill Visiting Assistant University Librarian to replace lost effort for the HSCL faculty assigned to grant – hope to post this week.
- Smathers Library - backfill IT Expert to replace lost effort for staff reassigned to grant - 34 applicants thus far.

Searches to be launched prior to next meeting

- Reference Librarian
- Liaison Librarian
- Numerical Data Librarian
- Senior Associate Dean

Retirement Enhancement Program

UF Human Resources is in communication with United Faculty of Florida.

Criteria:

- 65 or older as of 06/30/2010 w/ years of service or more of benefited service as of 11/03/2009.
- Cannot be in enrolled in DROP

- Cannot have already exited (for example, cannot have retired last month).
- Cannot have already entered into an agreement to exit.
- Cannot have already received a notice of termination, non-renewal or cancelation.
- Only benefited employees eligible – OPS excluded.

The separation date for individuals who wish to opt in will be before June 30. The individual will receive a lump sum payment after June 30th. For twelve month faculty and staff it's equivalent to one year of their current base salary, less taxes and other deductions. There will not be a retirement contribution based on it and there will not be a continuation of health insurance, etc. Individuals cannot return to a benefited position after payout.

Student Assistant Scholarship

Sixteen applications received. The winner should be announced today or tomorrow. Brian thanked the committee members for their continued participation: Alicia Antone, Margeaux Johnson, Matthew Daley, Missy Shoop and Kristy Mills (Chair).

Faculty Enhancement Opportunity-Spr/Sum 2010

Only out of unit eligible - chair or above eligible in Smathers. All HSCL & Law & FCLA faculty are eligible. If applications are received from Law and/or FCLA the committee will be expanded to include representation from those departments. The anticipated deadline for applications to be submitted to department chairs is October 8, 2009.

Sabbaticals

October 30th deadline.

Open Enrollment

Continues through October 9th.

Tenure & Promotion Packets

Packets due to Library Human Resources by October 1, 2009.

5. Facilities Report – Rob Roberts

Marston Science Renovation

Lighting in lobby has been installed.

Study room doors and hardware still need to be installed.

Smathers Library

Additional cabinetry for the Smathers memorabilia display will be added prior to the December 2nd renovation reception.

New flooring has been installed in the hall way by the conference room.

Display lighting still needs to be changed out.

Exhaust fans to remove heat from the LED lighting still need to be installed in the cabinetry.

Plaque still needs to be hung.

There is still not anticipated date for when the work on the stairs will be completed; however, it will definitely be after the first of the year.

Lettering has been ordered to be installed above the cabinetry.

Security

Library Facilities is now the point of contact for Admirable Security.

Health Science Center Library

An air handler is currently no functioning. Rob is aware and it working on the problem.

Education Library

Study room pricing has been provided to Sam Huang and he is working with a possible donor.

Rachel Schipper thanked Rob Roberts for all his work on the various projects.

6. IT Report – Bill Covey

Open Library Environment (OLE)

Working toward getting the build proposal into Mellon, setting up email lists and various course wares things set up out of Indiana University. Indiana University will be the prime lead. Core system expected to be available approx. 2.5 years from now.

VIVO

Have done quite a bit of work on the software from this end.

GROVER Expansion

Hardware

Working on installing new workstations that were purchased at the end of last fiscal year. This process a been a little constrained by not having working space due to lag time in getting UF Property to pick up the replace work stations. The hardware crew also installed the Cannon software on all the public machines on a rush basis.

Cannon Solution

As of yesterday, approximately 25,000 copies/impression/pages printed have been made. There are still severe operational problems that have been traced to an upgrade that Cannon made in the hardware that they did not tell their software department about which broke the basic interface between doing photocopying and duplexing. The interface has been tweaked as much as possible. A message has been added to the pop up to tell users not to input a hyphen when entering their Gator Link ID. The interface on the devices on main campus was also changed to only allow for swipe card access and prohibits entering on the keypad. These changes were also pushed at the HSCL; however, the push did not take. IT is not sure why but is looking into it. There are still some additional problems being looked at like scan to USB, locks on printer drawers not functioning, etc.

There have been problems with getting Xerox to pick up their machines.

Video Conferencing

Initial quote was hideously expensive so UF telecom suggested IT working with PolyCom.

7. Budget Report – Brian Keith

FCLA Allocation

Received allocation notice from FCLA. Total Allocation \$322,522 = Smathers \$268,651; HSCL \$45,588; Legal Information Center \$8,284. A preliminary spending plan has been submitted for Smathers (did not include HSCL).

Division of Sponsored Research (DSR)

Received additional \$300,000 in funding from DSR in July. HSCL has received \$48,000 of the \$300,000.

Memo of Understanding w/ IFAS/Libraries

IFAS will provide the library with \$10,000 in annual funding for an OPS position with a personal computer. The OPS employee with learn the IFAS software system use for

tracking distance learning bibliographic instruction. Val Davis will supervise the OPS employee. Approx. 187 applications have been received.

Fiscal Services

Thus far have submitted 238 transfer of funds from Xerox cards to GatorOne cards equaling just over \$2700. To date, there have been two cash reimbursement totaling \$2.88. Transfers/cash reimbursements will run through October 30, 2009. Fiscal Services has been working with the branches, the HSCL and the Legal Information Center to establish a form patrons can use to request refunds when experiencing problems using the Cannon machines. Refund policies are also being developed and hoped to be announced today.

If a location needs legal size paper please contact Sonia Coleman in Fiscal Services.

Prepaid cards were distributed and one has gone missing. Library Council members were encouraged to take steps to avoid card loss. Grace Strawn should be contacted if a branch needs more value added to the balance of their prepaid cards prior to a zero balance.

8. Emerging Technologies – Michele Crump

Michele Crump has been meeting with department chairs and branch library heads to talk about emerging technologies. The below areas have been discussed:

Mini Grant

Deadline October 1st - \$10,000 set aside for emerging technologies.

Steaming Videos

Flip video cameras are now available for check out. There are 4 in Library West and 3 in AFA.

USB Drives

Interest has been expressed in USB drive checkout.

Itoons

UF does have a pilot project and Michele is trying to determine if the libraries can participate. Laurie Taylor will follow up.

Kindle

Hope to have an update from Springer at 11a today.

Florida Free Culture

The Florida Free Culture is a student group. It asked the Library to host a Mind Mashup Workshop. The workshop is scheduled for Tuesday, October 6, 5:30p-7p in Library West Information Commons.

Digital Literacy Contest

Workshop to be held in Library West on October 8, 5:30p-7p in the Library West Information Commons. There will be a follow up workshop held for librarians on October 9, 11:45a in the Library West Information Commons.

9. HSCL Report – Wallace McLendon

Thank you

Wallace McLendon thanked Bill Covey for his work with Canon and Brian Keith for this work on the HSCL market equity project, HSCL job descriptions, etc.

Minor Renovation

Integration of academic Biomedical Informatics program in proximity to HSCL. Final drawings are almost complete.

Major Renovation

A meeting is scheduled for next Thursday.

Dr. Guzick – new VP for HSCL and CEO of Shands

Dr. Guzick has called for Shands and the HSC Colleges policies to be the same.

History of Medicine

First meeting of the History of Medicine Taskforce. The taskforce is trying to rejuvenate the History of Medicine Collection.

Electronic Medical Records

Dr. Guzick has committed to including a HSCL representative on the Electronic Medical Records Committee.

Mold Bloom

Wallace McLendon thanks Rob Roberts for this help.

10. Demo of Internet Archive scanning project and how it works – Cathy Martyniak

Cathy Martyniak demonstrated how information is displayed in the OPAC, Internet Archive (IA) and Google when a search is done. She walked through a complete search using IA.

11. H1N1 Preparation (Swine Flu) – Rachel Schipper

Facilities centrally ordered supplies and supplies have started to be distributed to library departments.

An estimated budget for supplies relating to the Swine Flu will be provided to the Provost and it is possible that non recurring funds will be provided to cover the cost.

Circulation Desk training will be offered Monday-Friday at 9am. Jim Stevens may be contacted to sign up for training. A handout (cheatsheet) is being developed and circulation manuals are available at circ desks along with contact information.

The peak for flu outbreaks is estimated to be in mid October.

Library Guides and Lib Answers should be as up to date as possible.

H1N1 swine flu planning contact information will be provided to the heads of the circulation desks. It was strongly suggested that department chairs be contacted first to help determine who should be called from their department.

Seventeen sites have been determined for hand sanitizer dispensers; however, Facilities will work with individual branches to determine exact locations.

Downloadable signage is available on the CDC web site. A suggestion for table tents was made.

12. Budget – Additional Cuts – Judy Russell

RCM

Library Council members were reminded to attend RCM training. Online training should be available in October. The current online version does replace the online training that will be available in October. Registration for the 2nd training course will be available soon.

Additional Budget Cuts

UF will need to cover the gap resulting from an additional budget cut. President Machen presented a plan to cover the gap which includes an assessment back to the colleges. The libraries assessment will be \$277,000. The library is going to try to not touch the serials budget.

Permission to hire

The library has received permission to hire a Scholarly Communications Librarian and a Clinical Research Librarian.

Learning Commons

A building has been identified on campus for renovation into a new Learning Commons. Renovations are expected for the spring would take approx. 12-18 months to complete. The Provost has committed to trying to help find a donor for a naming/operating endowment. As more becomes available Judy Russell will pass it along.

13. Superior Accomplishment Awards – Brian Keith

An email will be distributed and Library Human Resources is happy to help if needed.

14. Cascading Communication