1. Approval of January 12, 2006 minutes. – All – 5 minutes

   Identification of other potential costs – is everything sent to Dale Canelas last month included? Clarification of costs of some items on list.

3. Budget – Budget Preparation for 2007: Discussion of potential equipment and expense costs that we should budget for in advance of the year – Dale Canelas – 15 minutes

4. Journal Cancellation Project – John Ingram – 10 minutes

5. Budget – Provost’s Program Review: Discussion of issues important to include – Dale Canelas – 20 minutes (see instructions & worksheet)

6. IT Reorganization Plan: Discussion of implications for the Libraries – 20 minutes – Bill Covey

7. Career Development Handbook Updates – 15 minutes – Carol Drum

8. Support Staff Reclass Report – 5 minutes – Brian Keith


10. Library Web Page Review – 5 minutes – Bill Covey & Martha Hruska

11. Grants Management Committee Update – Brochure, Cheat Sheet, etc – 10 minutes – Cathy Martyniak

12. Management Information Gathering Charge – 5 minute – Bill Covey

The collection and dissemination of the information necessary to manage the Libraries is currently driven by outside agencies. Calls from library organizations (primarily ARL), UF administration, and whatever happens to be provided by such agencies as FCLA and UF Finance & Accounting are the primary constituent forces. By information, we mean useful data, including but not defined by what is commonly called “library statistics.”

Our top priority must be to collect and report the information needed to properly manage the Libraries, as defined by the Library managers. To this end, you are charged with interviewing every department head, and at least one unit manager of each department, to determine 1) the information they feel is needed but not currently available; 2) information available but not currently in a readily usable form; and 3) information they are currently required to provide but for which they see no practical application. This is not intended to be a survey of every Library employee, but please speak to as many people as seems necessary to be confident that the results will represent all major data sources of interest.
Assemble the results of those interviews, tabulated by department, and report the results to the Directors by 17 March 2006. The information will be used to structure our data gathering and reporting mechanisms.