

Library Council
Minutes
April 27, 2006
Smathers Library Conference Room

Members in Attendance: Dale Canelas, Pam Cenzer (for Carol Drum), Will Chaney, Bill Covey, Michele Crump, Martha Hruska, Brian Keith, Erich Kesse, Cathy Martyniak, Peter McKay (for Shelley Arlen) Betsy Simpson, Jan Swanbeck, Jana Ronan, Rita Smith (for Robert Shaddy), Carol Turner and Ben Walker (for Lori Driscoll)

Absent: Shelley Arlen, Lori Driscoll, Carol Drum, John Ingram and Robert Shaddy

1. Approval of March 23, 2006 minutes - all

The March 23, 2006 minutes were approved contingent upon the following changes:

- Correct spelling of Michele Crump's name.
- #3, 2nd bullet - change 5th sentence to read, 'Library Council will prioritize categories and identify departments that will be contacted.”

2. Budget – Major Costs for 2006 Update – Dale Canelas

- This is the last month purchases will be made as we are nearing the end of the fiscal year and by the beginning of June UF will, for the most part, close down purchasing. Is there anything on the spreadsheet that will not be able to be purchased by the end of May? If so, Dale will remove the item and reassign the funds. She would like to move $100,000 - $150,000 to the book budget if possible and she would like to let John Ingram know by the end of this week.
- At the Provost meeting yesterday Ed Poppell announced colleges will soon incur a $3000 per year/per parking space fee for each departmental vehicle it has parked on campus. UF Administration is trying to discourage use of departmental vehicles. The Administration’s rationale is that there are 291 departmental vehicles parked on campus, some of which are not driven even 100 miles a year and take up valuable space. Space that could be assigned to faculty and students. Ed Poppell indicated a taxi service may be implemented but recommended everyone to utilize buses. All colleges will be expected to show a reduction in the amount of vehicles they have. As a result, the new van purchase will be removed from the spreadsheet and the Libraries will also reduce the number of current vans by one.
- Reopening celebration funds have been removed. The reopening celebration is tentatively scheduled for October and may perhaps be tied to UF Homecoming. The incoming University Libraries Committee (ULC) Chair Ralf Remshardt has offered to invite the Librarian of Congress Dr. James H. Billington to speak at the reopening ceremony.
- Although the TOC project will not be complete by the end of May those funds can be carried forward as an encumbrance.
- Items that may need to go out to bid need to be addressed now. Sole source items should be fine. The TTS Sign sole source justification will be

- The 2005-2006 goals statuses were reviewed. Comments were solicited, none were given.
- It was acknowledged that this document (draft Library goals for 2006-2007) (in its current form) is not as focused as the final 2006-2007 goals. At present this document is meant to lay out the many activities we need to accomplish in three key strategic directions. According to the Planning calendar, this draft is discussed now in order to set the priorities to be covered in individual assignments for the coming year. The document will become more focused when the Library Council Retreat is held in July. The following sections were discussed and following recommendations/comments noted:
  - II. B –
    - Does this include the completion of the Collection Development Plans? No, that will fall under Section I.D.3.
  - I.D.4. –
    - This section recognizes the need to establish a systematic review of electronic titles as well as print titles.
  - III.C.2. –
    - Check with UF Administration to see if non faculty employees are allowed to serve on the Library Faculty Group. Cathy Martyniak also offered to address this question/idea with the Library Faculty Group.
    - Formalize committee appointment process by assessing current library committees to determine which are appropriate for non faculty employee participation. Then once a year publicize committee vacancies and solicit volunteers.
    - Invite non faculty employees to Library Council Retreat to provide input on goal setting.
    - When the Library Faculty Group disseminates UF Faculty Senate information that is of interest to faculty and non faculty employees it was suggested that it also be disseminated to All Library Staff.
    - The Directors will continue to work on this section, discuss the recommendations and reword the document.
  - III.D.5 –
    - What is the scope of this review? Does it parallel the process that was recently done for the Public Services computers? They parallel in the areas of training. The differences will be in the areas each will support. Plans are to proceed with the Public Services Committee recommendations.
  - III.E.5 –
    - Wording will be changed to read, “Explore the implications of the new campus IT consolidation initiative.”
    - Electronic archiving of commercial serials – There is not a specific goal for this; however, this will likely be considered in the goals on
the Digital Preservation Strategy.


- The Recognition Committee recommended the Library establish a healthy bonus program. They recommended giving $10,000 bonuses each year to staff that would be nominated for their accomplishments the previous year as well as many other bonuses. Overall this recommended program would cost $20,000-$25,000. When Dale asked if the library could develop a bonus program, she was told the Provost no longer has any say about it and indicated President Machen does not favor the idea of bonuses and that Kyle Cavanaugh had eliminated all bonuses. Dale asked Brian Keith to discuss this information with UF HR. Brian attended a meeting with UF HR and UF Finance. Kim Shares (UF HR) discussed bonuses and the only opportunity for employees to receive increases would be via an expansion of duties within their current classification or via a counter offer situation. These types of funds would be salary increases and would have to come out of recurring ongoing funding.

- The following alternative ways to reward staff were discussed:
  - Utilize Superior Accomplishment awards program
  - Gift cards, movie tickets, etc
  - Special luncheons, teas, etc
  - Web site listing
  - Recognition at Library Town Meetings on a monthly basis. Input could be solicited from division directors and department heads.
  - Library picnic

Trudi DiTrolio and Brian Keith will work with Barbara Oliver to determine the legality and parameters of gift giving. Brian Keith, Trudi DiTrolio and Dale Canelas will discuss what the Staff Recognition and Awards Committee (SRAC) charge should be and once the legal/financial parameters are determined Dale will appoint the committee and the above recommendations will be referred.

5. **Calendar Announcement – Bill Covey**

- A Microsoft Outlook calendar meeting invitation with a show-time-as-free "meeting" will be sent for each Planning Calendar date/item on the Planning Calendar and individuals will need to accept the invitation in order to have the item placed on their individual calendars. This way everyone will be reminded of the item via the normal process of opening Outlook. It will pop up and be obvious, not lost in the shuffle of the rest of the mail, and changes in the date or other information will propagate to the entire audience. It also will appear on individual calendars all during the year, and not just be a blip on a reminder date. By setting the reminder date to be in advance of the due date, those who choose to do so can use the snooze feature to be reminded again as the date approaches. By making the invitation come from a Planning Calendar mailbox, we can give people read-access to that mailbox calendar, so that if they wish they can have it appear in their Outlook folder list for
6. **FCLA Equipment Money – Martha Hruska**

- Martha Hruska has been working with Library Business Services to generate a report of how much FCLA money has been spent this year and how much remains. It appears as though all FCLA funds will be expended this year. It may only be possible to purchase a maximum of 30 more staff machines. Of those 30, 25 have already been assigned. The remaining five will be used to replace the five oldest staff machines in the library.

7. **Move Schedule – Bill Covey**

- Bill Covey disseminated a [draft move schedule](#). The schedule is tentative based on estimates the movers put forward as to what it would take, how many days it would take, to move each group listed. It was also based on our current estimation of what the earliest practical date we can get started may be. This assumes moving will not be taking place on Saturday and Sunday. This may however be a false assumption.
- The HR move date will be discussed further due to building security concerns.
- It was noted that the first week the book move begins there may be competition for elevator use due to staff also moving into the building. A suggestion was made to look at dedicating one elevator to staff movers and one to book movers.
- The June 8th book move start date can be relayed to the book movers.

8. **Library West Update – Bill Covey**

- A 1st and 2nd floors substantial completion inspection was conducted on Tuesday, April 25th. Today Bill Covey was told the 1st and 2nd floors failed inspection and he was told they passed inspection. He should find out for sure tomorrow. If the floors failed he is not sure how this will affect the schedule.
- Moving boxes will be available on a daily basis in the Smathers mail room and Bill suggested affected employees begin packing items that will not be required for the next couple months.
- Bill will talk with the construction company about the possibility of employee tours.
- Starbucks floor plans have been received.
- Carol Turner noted the Public Services Division will be recruiting employees from all departments to man the information desk on the LW second floor once the building is open.