Library Council
Minutes
February 23, 2006
Smathers Library Conference Room

Members in Attendance: Shelley Arlen, Dale Canelas, Will Chaney, Carol Drum, Gary Cornwell, Bill Covey, Michele Crump, Lori Driscoll, LeiLani Freund, Martha Hruska, Brian Keith, John Ingram, Erich Kesse, Cathy Mook-Martyniak, Betsy Simpson, Jan Swanbeck, Carol Turner and Carl Van Ness for Robert Shaddy.

Absent: Robert Shaddy

1. Approval of January 12, 2006 minutes - all

The January 12, 2006 minutes were approved.


- Dale Canelas provided council members with an updated Return to West + Major Library-wide Projects spreadsheet.
  - A portion of the newspaper microform re-class project may be able to be completed by the end of this fiscal year. No additional funding will be required.
  - The Table of Contents project funding should be $50,000 not $70,000.
  - The Verde ERM funding (UF libraries share approx. $18,000) does not need to be expended before the end of this fiscal year since the goal will be to begin using it next fiscal year. Part of this funding should be recouped from the Health Science Center Library and the Law Library. FCLA has offered to take the cost off the top of next fiscal year’s equipment money allotment. However Dale prefers to utilize funds from this fiscal year’s budget if available.
  - There is not enough information available at this time to determine if any public computer overtime funding will be necessary.
  - Funding for MSL microform readers is available.
  - If the funding is available a suggestion was made to go ahead and install the card swipe security system throughout Library West.
  - The Marston Science Library as well as the other branch libraries is in need of new carpet and wall coverings. These needs will be reviewed next fiscal year.
  - The SQL Server is in need of an upgrade. It was noted it is hard to decide whether funds should be expended on this type of expense due to the current UF IT reorganization planning.


- Dale Canelas asked the Library Council members to think about what major costs might be incurred next fiscal year. The following areas were mentioned:
  - IR
  - Cost for providing copied information to off campus patrons, i.e., scanning.
  - Shelf reading
  - Outsourced cataloging for special languages and ongoing shelf-ready acquisitions
- ILL software, etc
- Continued delivery service once Library West is re-opened
- Public use computer support, i.e., training staff to maintain, replacement costs and additional staff.
- Any additional suggestions should be sent to Dale Canelas.

4. **Journal Cancellation Project – John Ingram**

- John Ingram discussed the [Smathers Libraries Cancellation List Project](http://example.com). Tom Minton will be asked to post the announcement on the Library Home Page next week. Library subject selectors have already been advised of and are working on this project. Each Circle Group has been advised as to the percentage that group has to cut. The importance of working with Health and Law was discussed given they pay for some of the resources we utilize and we pay for some of the resources they utilize. The “Method” section, paragraph one, line one, will be edited to read, “We have asked Smathers subject selectors and bibliographers to work with their respective college and department faculty as well as coordinating with bibliographers in Health and Law...” Dale Canelas will supply Kathie Price (Law) and Faith Meakin (Health) with a copy of this document. An “All Library Staff” email will also be distributed with a copy of this document. A suggestion was made to post a list of the items that may be cancelled on the Library Web site once available. Chart III, 6th item under Formats column will be changed to read, “Machine Readable Data.”

5. **Budget – Provost’s Program Review – Dale Canelas**

- Library Council members were asked to provide their respective directors with information as soon as possible to assist Dale Canelas in completing the Provost’s Program Review (see instructions & worksheet)

6. **IT Reorganization Plan - Bill Covey**

- Bill Covey reviewed the [Draft UF IT Reorganization Plan](http://example.com). It was noted it may be advantageous for the library from a financial and influential standpoint to be an early adopter. Email and server support were identified as areas to consider switching over early. It is not yet clear what immediate effect the new IT reorganization plan will have on the libraries. **UPDATE: The Library Directors are scheduled to meet with Marc Hoit tomorrow, March 24 to discuss the library being an early adopter.**

7. **Career Development Handbook Updates – Carol Drum**

- The new Career Development Handbook is ready to be launched. Carol Drum will distribute the URL to Library Council members. The electronic document will be printer friendly. Once posted, Smathers Librarians will be notified that the new handbook is available.
- One discrepancy was noted in the tenure section. It currently states 3 outside letters are required when 5 outside letters are required. Carol Drum will correct this information.
8. **Support Staff Reclass Report – Brian Keith**

- Brian Keith has reviewed other institutions library staff structures. He found in general these institutions are also dissatisfied with their structures.
- He met with some of the members of the library group that previously worked on the staff restructuring project.
- He also met with the new Associate Vice President for Classification and Compensation Kim Shares this week. She is interested in working with the library and reiterated that the Vice President of Human Resources Kyle Cavanaugh is also very supportive of the library staff restructuring project.
- Normally at this stage job assessments would be completed to determine the duties staff actually perform in their current positions. Brian noted the PMI reviews will be used to assist in this task.
- Brian hopes to have a staff restructuring proposal reviewed by staff by May.

9. **Planning Timetable – Dale Canelas**

- Bill Covey and Martha Hruska reviewed the *Smathers Libraries: Calendar Based Planning Cycle*. It was noted the Library does not currently have a Strategic Support Team and a recommendation was made not to have such a team for the next year.
- The next LibQual+ Survey will not be completed until spring 2007.
- A recommendation was made to include a review of what as been completed from January 15 to March 15 to assure things that need to be accomplished are getting accomplished. A recommendation was also made to include staff evaluations in the planning cycle.

10. **Library Web Page Review – Bill Covey and Martha Hruska**

- A spreadsheet containing a breakdown of the Library Web pages that will be reviewed along with the responsible department/person is available at [http://www.uflib.ufl.edu/committees/libcouncil/agenda/web_site_upd_responsibilities.pdf](http://www.uflib.ufl.edu/committees/libcouncil/agenda/web_site_upd_responsibilities.pdf). Changes to the spreadsheet should be sent to Tom Minton.
- It was suggested Library Council members review the policy and procedures area(s).

11. **Grants Management Committee Update – Cathy Martyniak**

- The [Grants Management Committee](http://www.uflib.ufl.edu/committees/) has been meeting since May 2005. Cathy Martyniak distributed a *publicity brochure* and a *Grant Proposal Checklist* the committee designed to help guide staff through the grants process. Grant Coordinator Kelley Cunningham is also developing a PowerPoint presentation that will be used to publicize grants to the various library departments.

12. **Management Information Gathering Charge – Bill Covey**
Shelley Arlen, Will Chaney, Betsy Simpson (Chair) and Jan Swanbeck have been asked to form a task force to gather information about management information per the charge below:

“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.”

This will become a standing Library Council agenda item every 3rd month to assess where we are with goals, objectives and management information metrics.

13. Retirements

Library Council members wished Gary Cornwell well and the best of luck in his retirement endeavors.

Dale Canelas announced she plans to retire January 2007.