Library Council
Minutes
March 23, 2006
Smathers Library Conference Room

Members in Attendance: Shelley Arlen, Dale Canelas, Will Chaney, Carol Drum, Bill Covey, Lori Driscoll, Martha Hruska, Brian Keith, John Ingram, Erich Kesse, Cathy Mook-Martyniak, Betsy Simpson, Jan Swanbeck, Carol Turner and Robert Shaddy.

Absent: Michele Crump

1. Approval of February 23, 2006 minutes - all

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

- #2, 1st bullet - change last sentence to read, “No additional funding will be required.”
- #2, 3rd bullet - change EMRS to ERM
- #3, 1st indented bullet - change IT to IR
- #4 - change Kathy Cohen to Kathie Price
- #6 – Update to reflect the Library Directors are scheduled to meet with Marc Hoit tomorrow, March 24 to discuss the library being an early adopter.

2. Grants Management Committee (GMC) Update – Brochure, Cheat-Sheet, etc - Cathy Martyniak

- Cathy Martyniak distributed a publicity brochure and a Grant Proposal Checklist the GMC (Cathy Martyniak-Chair, Tatiana Barr, Erich Kesse, Peter McKay, Robert Shaddy, Jan Swanbeck, Kelley Cunningham, Barbara Oliver and Grace Strawn) designed to help guide staff through the grants process. Cathy reviewed the grant preparation process flowchart contained in the publicity brochure and provided an overview of the grants process. She also noted the committee has written/developed grant policy and procedures available at http://web.uflib.ufl.edu/committees/grants/documents/index.htm (see “Full Procedure”).
- Since 1990 $3 million worth of grants have been awarded to the library. Over 80 applications have been submitted to various funding agencies and approximately 50% of those have been funded.
- Grants Coordinator Kelley Cunningham has developed a PowerPoint presentation she will utilize to publicize grants to various library departments.
- There are two Web pages – the GMC Web site for committee work available at http://web.uflib.ufl.edu/committees/grants/index.htm and a Web page providing information to anyone looking to apply for a grant available at http://web.uflib.ufl.edu/committees/grants/resources/index.htm.
- Stephen Williams (Systems Computer Programmer Analyst) is working with Cathy Martyniak and Kelley Cunningham to create a project
management database. This database will not allow for project tracking so a suggestion was made to purchase project management software to allow use of timelines, critical tasks, etc.

3. **Management Information Gathering Committee Report – Bill Covey**

- Approximately one month ago the Management Information Gathering Committee (Betsy Simpson - Chair, Shelley Arlen, Will Chaney, and Jan Swanbeck) was 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. The committee was also charged to assemble the results of those interviews, tabulated by department, and report the results to the Directors by 17 March 2006.

- The committee’s report is available at [http://web.uflib.ufl.edu/committees/manageinfo/default.html](http://web.uflib.ufl.edu/committees/manageinfo/default.html). It will be reviewed over the next 3-4 months. Categories will be formed and needs determined based on report information. During this review individual departments will be contacted. Library Council will prioritize categories and identify departments that will be contacted. Bill Covey will report back on this process regularly. A suggestion was made to also look at the following areas: Responsiveness – how long it takes to respond to various requests in various departments. Process length – how long it takes to complete various processes.

4. **Calendar-Based Planning Cycle – Group**

- The first two bullets, “Monthly throughout the year Library council members track monthly metrics in each department and division” i.e., gathering of statistics will occur throughout rather than once a year and “Standing Library Council agenda item tracks progress on current goals and objectives” i.e., tracking of library wide goals with the division director providing an update, were added to the Calendar-Based Planning Cycle since the last Library Council meeting. A decision was made to include this as a standing Library Council agenda topic. Strategic objectives for the year will be listed and within a period of 8 to 10 minutes each divisional director will provide an update, this information will be included in the minutes and then posted on the Web site.

- A Library Council retreat will be held in mid to late July 2006 to establish 2006-2007 goals, objectives, timelines and metrics.

- 3rd bullet - January 15th – March 15th will be changed to January 1st – March 15th.

- 7th bullet - It was noted the March 15-May 15 timeline lends itself well for faculty planning but not for staff individual goal establishment. The date will be changed to March 1-May15.

- The planning cycle will be revised and reposted.

5. **Public Services Tech Support TF Report – Carol Drum**
• The Public Services Tech Support Task Force (Will Chaney, Lori Driscoll, Carol Drum, LeiLani Freund and Patricia Ruwell) reviewed the work that is currently being completed now to support public service computers and drafted a report.
• Trudi DiTrolio is distributing a needs assessment survey to determine what technical training needs exist. Will Chaney volunteered and expressed a desire to be involved in this process.
• It was noted the staff liaison training program needs to be reviewed. It was also noted that Systems would probably require an additional position to provide adequate systems liaison training. A new task force will be charged to define what is needed in a staff liaison program.

6. Institutional Repository (IR) – Martha Hruska

• Martha acknowledged all the hard work by the IR Workgroups over the last year. Work continues towards implementing Greenstone (platform to support IR and other digital initiatives). Discussions are also being held to determine what content should be included in the IR and how such content should be evaluated. A statement has been drafted to inform library staff about the IR status.

7. UF Work Plan – Dale Canelas

• A draft Work Plan for the University of Florida is available at http://www.president.ufl.edu/workPlan.pdf. Dale Canelas suggested the library submit a paragraph about where the libraries should be in five years, listing approximately three goals. She asked Library Faculty to submit suggestions to her keeping in mind the current context of the Work Plan. She will compile the suggestions and submit the information to the President’s Office for inclusion in the Work Plan by the middle of April.

8. Report on Re-Charge for Reclass Committee; Evaluations and statistics; Convocation; Staff Recognition; Picnic – Brian Keith

• Brian Keith distributed the Staff Structure Reorganization Committee objectives and charge. Committee members have received the charge and should begin working in the very near future.
• Evaluations are due in Library Human Resources by Monday, March 27th. This will give Library HR time to process the evaluations in order to submit them to UF Human Resources by March 31st. The evaluations are being checked off as they are submitted. Statistics are also being maintained and the mean and variant for the various subsections of the organization on overall ratings will be reported. Updated electronic position descriptions are required to be submitted along with the evaluation paperwork.
• There will not be spring convocation due to the move.
• Staff recognition, i.e. milestones and achievements, will be handled more frequently through the Town Meeting model. A solicitation for staff achievement information will be distributed via the Supervisors Email List.
The Library Human Resources Office is aware there are Library employees that are behind in receiving recognition for their years of service. According to UF Human Resources this is due to problems in PeopleSoft. Trudi DiTrollo is working on determining how far behind and who the people are. Brian Keith will then try to obtain pins from the University Pin Coordinator.

- John Ingram will head up the Library Picnic. He will aim to hold it in May during Intersession. A suggestion was made to invite retirees.

9. **Updates - All**

**Development:**

- Dale Canelas and John Ingram attended a Library Leadership Board fundraising event in Jacksonville yesterday evening. They were well received.
- Devora Burke (one of the first volunteers for the Price Library of Judaica) made a donation in honor of Robert Singerman that will be used towards the establishment of a Jewish Studies Endowment.
- The UF Athletic Association made a $50,000 donation from pay-per-view proceeds.

**Library Budget:**

- The 06 Budget and Program review is available at [http://web.uflib.ufl.edu/staff-site/budget/default.htm](http://web.uflib.ufl.edu/staff-site/budget/default.htm).

**Library West:**

- The grounds and building is supposed to be substantially complete as of next week. However the “legal” substantial completion certificate is not expected until the end of May.
- There have been difficulties with the furniture company as some of the pieces are not meeting electrical codes.
- Some modifications are being made to lower shelving due to sprinkler system constraints.
- A Starbucks representative attended the March 21st building meeting and agreed to the current lighting levels. A consensus still has to be reached on how the walls in that area will be finished. Dale Canelas ask Bill Covey to inquire if cork flooring can be used in that area. He will inquire but believes it cannot as that space is considered a food prep area.
- Space Saver should finish installing shelving and bookends on schedule as long as they maintain the current installation pace.
- UF Provost Janie Fouke is doing a walk thru tomorrow, March 24th.
- The handrail UF PPD required be installed (cost approx. $30,000) on the 5th floor balcony to prevent accidental falls has not been installed yet.
- The public computers in the vault need to be ready by the end of May at the earliest and laptops can be ordered anytime.
- Providing wireless access in the stack aisles has proven to be problematic and continues to be worked on.