1. Approval of October 20, 2005 minutes. - All


   Please read the attached carefully and be prepared to discuss any other items we may need to place on the list. As you can see, we are doing well financially (we have a little cushion of about $300,000 before the moving bid comes in) and it looks unlikely that we will need to use money from the Foundation. Some costs have come-in lower than estimated (e.g. Xerox loss) and some proposed equipment/furnishings have been deleted. Costs that we have never listed and should consider:
   
   1. cost for shelf reading -- Reference?, Stacks?, Storage?
   2. cost for staff overtime during move?

3. Overtime for systems staff to get all those new pc's up and running for reopening? What other salary, equipment or furniture costs might we have to pick up before the end of the fiscal year (June 30)? Although we have tried to cover costs for the other libraries (Marston and branches) out of our regular expense budget for the year, are there any important costs in those areas we should get on our agenda now? How about Tech Services? Can we allocate more to the TOC project to update our catalog?


   With the advent of shared governance and the desire of librarians from Health and Law to be included as much as possible, we need to separate the T&P material from other Smathers’ library policies and have two committees. Carol Drum has made several suggestions which I’d like to discuss at LC. Some of these issues will be referred to a different group for decision.

5. University-wide Performance Management Initiative - Brian Keith

   This new program requires that all of our supervisors be “on the same page” when it comes to writing performance appraisals. We need to discuss how will we help our supervisors to make this transition and keep the libraries in the university mainstream.

6. Building update – Bill Covey