Members in Attendance: Dale Canelas, Bill Covey, Lori Driscoll, Carol Drum, Martha Hruska, John Ingram, Colleen Seale, Phek Su, Jan Swanbeck, Carol Turner, and Steve Shorb

1. **Council Role in Library Administration. Dale, Associate Directors, & Chairs**

   - Council will meet 4th Thursday of every month (aside from 4th Thursday in August)
   - The Library Council consists of directors and chairs – the managers of the library system. If a chair is unable to attend a meeting, an assistant chair may attend. This group is one with similar kinds of responsibilities, a common need for information, and by virtue of position, the ability to influence library decision-making.
   - Council is a tool to help manage a decentralized system effectively. Members are expected to think of the Library as a whole, in all of its ramifications and not to simply represent a parochial interest. Members are not here to defend, but to contribute to the whole library in order to accomplish excellent library performance throughout the system.
   - A major objective is to develop the Library Council as a mechanism to facilitate better communication between the Planning Committee and Library managers. For example, this past year the library tried a new way to develop goals and objectives using the Balanced Scorecard Technique and heavily involving staff from all parts of the library. Over the year, the Planning Committee did enormous amounts of work in refining and defining goals. However, there wasn’t a mechanism in place to facilitate communication between the Planning Committee and managers or their staffs.
   - Council is designed to be a working group. Members are expected to read all documents that go out and come prepared to discuss agenda items. It is also expected that members will relay information discussed in meetings to employees in their divisions and departments. This involves regular meetings of department staff. Communication in all directions – up the organization, down the organization, and laterally between departments, is essential
   - Council will be used as a central administrative body, for example to appoint committees with library-wide assignments. The Planning Committee will report through Council. We want all of us, directors,
department chairs, and staff members alike to have the information we need to do our jobs effectively and well.

- Martha announced that Resource Services has three Associate Chairs who will rotate attending meetings.


   **Operating Budget**

   - Starting year with approximately $8 million (for library materials, OPS, Expense and OCO), an 11.5% decrease from last year. The majority of the decrease in terms of dollars is in Materials. The majority in terms of percent of decrease (35%) is in operating budget. Initial allocations:
     - OPS - $648,000
     - Operating Expense - $801,000
     - Other Capital - $35,000
     - Library Collection - $6.520 million
   - Salary savings and carry forward money are expected to come as usual (November)
   - To start year, we temporarily moved $350,000 from the materials budget into operating expenses to open blanket purchase orders for recurring expenses. Carry forward will repay that money in November.
   - Could be recalls around January. Asking departments to be careful with OPS and expense spending until that time. As another precaution we are keeping $400,000 - $500,000 in lines open.

   **Library Resources**

   - The materials budget for this year is approximately $6.87 million. That includes $1 million in non-recurring money from the Provost. We already had approximately $700,000 in DSR funds and we should receive an additional $400,000 this year. We will have approximately $150,000 in endowment income. Selectors and Bibliographers have been asked to look at ongoing cuts of up to 15%. FCLA did not get approximately $330,000 of non-recurring funds that they had last year for SUS databases. Nor has FCLA received renewal prices yet. The total deficit from the FCLA budget is likely to be approximately $400,000. Our portion of that will be approximately $100,000.

3. **Discussion of Travel Allocations and potential change in allocation method. Steve, Associate Directors, & Chairs**

   - Travel funds for professional development funds allocated for this year using the traditional model:
- Initial Allocation – Done by Directors
  - For every head count of A&P faculty the department was awarded $425
  - For every head count of USPS employees the department was awarded $75
- Individual Allocation – Done by Chairs
  - 1 rule - $800 is per person limit unless there are unusual circumstances
  - A committee will be assigned to re-examine allocation process for next year. Names of individuals that would like to serve on the committee should be sent to Steve. Steve will draft a charge to be approved at the next Library Council meeting.

4. Annual Statistics. Steve

- Statistics Data Collection Forms Distribution List was distributed.
- Statistics currently being gathered were based on what ARL requires of members [and what the former BOR required to serve as the base for allocated book funds under the Washington Formula].
- Steve will meet with this group to simplify data collection.

5. Strategic Planning/LibQual. Steve & Chairs

- Have a defined annual cycle (period of information gathering – period of working – period of assessment).
- Have planning team - SPIT
- SPIT – Set strategic objectives on balanced scorecards (found to be the same as other universities).
- Distributed summary of strategic objectives/sub objectives and how they correlate with Lib Qual results. Library Council will review strategic objectives, make revisions, and suggest possible sub items via email by mid-August to be voted on in September meeting.
- Motion put forth and seconded to make SPIT a sub-committee.
- Motion put forth and seconded that SPIT be allowed to attend departmental meetings.

6. Collections Re-class Pilot. Martha & Carol

- Library West Collection Preparation committee has looked at changes we might want to make in LW H&SS.
- Originally charged with re-class all Dewey that would be held in HS&S so that we can have a continuous collection.
- Charge will change due to new building size constraints.
• Will be conducting pilot project to re-class Dewey B in Library West and then will review bound Periodicals. $25,000 in OPS funds has been allocated for these projects.

7. Committees to review and the annual evaluation processes for faculty and A&P. Steve, Associate Directors, & Chairs

• Two sub-committees will be created and charged by Library Council.
  o 1 for A&P evaluations
  o 1 for faculty evaluations
  o Denise Bogart-Caballero should be on both with the remainder of the committee being formed by nominations (should be sent to Steve).
• An additional committee will be formed to work on other issue such as professional development travel, etc.

8. Building Progress Dale

• Approximately $12 million in repairs must be made to Library West prior to the addition/renovation. This will come out of the original $30 million slated for this project. It cuts the amount we have for construction in half. The architects and contractor have determined that they can build 60,000 square feet (3 floors of 20,000 square feet) for the amount of money we have to spend netting us about 48,000 assignable square feet.
• Building group will be re-convened to re-plan space
• Off site storage will have to house 1 million volumes.