Members in Attendance: Shelley Arlen, Dale Canelas, Gary Cornwell, Lori Driscoll, Carol Drum, Martha Hruska, John Ingram, Cathy Mook, Jan Swanbeck, Carol Turner, Robert Shaddy, Steve Shorb, and Phek Su

1. Approve Minutes

- The minutes for the March 2003 Library Council meeting were approved.

2. Discussion of the Training Program – Trudi DiTrolio

- Trudi DiTrolio reviewed the results of the staff development needs assessment questionnaire. (See attached)
- Trudi DiTrolio spoke in general terms about training and the philosophy of staff development. She asked council members what they think is needed in upcoming training.
  o Cross training
  o Refresher course for Aleph 101 when implementation gets closer. Add Aleph 101 to orientation training for new employees.
  o Computer Challenge – perhaps look into tailoring it to what library staff need and then make it a requirement
  o Troubleshooting - geared toward public service staff that will provide support to users in the information commons area.
  o Docutek training
  o Management training
  o Fundamentals of mentoring
  o Supervisory Challenge – tailor it to what Library supervisory staff need and perhaps make it a requirement
  o Managing significant change over a short period of time.
  o Skills for working with the public
  o Student employee orientation
- MSL 308 can be opened in Summer/Fall for training purposes since implementation has been set back.
- Trudi was invited to attend the next PSSC meeting.
3. **Report on Strategic Planning - Steve Shorb**

- Steve reviewed the results of the strategic planning update meeting. There were 60 attendees versus 80 attendees at the first session.
- The facilitators were either previously trained by Trudi DiTrolio or trained in facilitators sessions held about a month ago by Trudi.
- The basic process began by items being selected from the scorecards that were worked on previously. Small groups then worked on and prioritized each item. There were two advantages to this. One was increased focus and the other was the scorecards are now in a condensed form that can be sorted and addressed in two ways.
- Steve reviewed scorecards.
- **Next steps** –
  - There will be an all staff review on May 1\(^{st}\) to inform staff of these results. We will discuss the objectives and stress that these objectives are ready for integration into departmental and individual plans. SPIT is willing to answer questions at departmental meetings.
  - Hope to focus efforts more strongly this year by having card champions. Card champions will establish subsequent sessions to set measurements, targets, or plans for the various objectives. They will draw on people that originally participated.
  - Martha Hruska made note that measurements and methods need to be developed for getting feedback on a regular basis. This will be revisited next month.
  - If we are looking for user input we have a good opportunity to establish faculty committees due to the moves and renovation. A faculty senate presentation might be helpful but would need to be run past the University Library Committee. Steve will begin work on a presentation to present to the faculty Senate.

4. **Report on results of Library School visits - Steve Shorb and Carol Turner**

- Steve thanked Marilyn Ochoa and Patrick Reakes for the great job they did representing the Libraries at UF during recruiting visits to various library schools.
- The University of Michigan offers 5 different degrees at the Masters level
  - Library Information Service
  - Human Computer Interaction
  - Master of Science and Information
  - Archives and Records Management
  - Information Science
• Graduates 60 students per year. On average only 1 per year comes to the southeastern region of the US.
  • Only 20 percent go to academic libraries and archives. The other 80 percent go elsewhere.
  • Graduates earn $40,000-$95,000 in private industry.

• The University of North Carolina offers two degrees
  • Library Science
  • Information Science
  • Have not quite implemented a cross over between these two disciplines.
  • They have a notable Information Commons. Steve and Marilyn observed how patrons interacted in this area.

• Pittsburg offers three degrees
  • Library Information Science
  • Information Science
  • Telecommunications
  • Excellent cross over between disciplines

• Illinois only has one degree
  • MSMILS
  • Under funding for the last 20-30 year shows. The facilities were run down and the physical conditions in the library seemed to affect the students negatively.

• Florida State offers basically an LIS degree with an MS or MA option.

• USF visit is still pending.
• During the visits Steve gave a PowerPoint presentation about Florida, Gainesville, UF, and the Libraries. Marilyn and Pat gave a 1st year experience presentation.
• Mini, 20-minute interviews were held. Candidates were rated using an informal rating system. Out of 65-70 interviews 10% were highly recommended, 10% were not recommended, and the rest were in the middle. Notes on the interviews will be provided to selection committees.
• Our position descriptions were sent to each school’s placement officer prior to our visit.
• Follow-up emails will be sent to interviewees.
• Lessons learned – It was kind of late in the year for a recruiting trip. It was costly and the schedule was kind of grueling. Excellent cooperation from schools.

5. Report on new process for search committees

• The new guidelines for hiring are moving the process along more quickly.

- The principle of the endowments was reduced in August 2002 and again in January 2003. Overall we had reductions of approximately 21%.
- Total endowments went from $6,200,000 down to $5,000,000 over the past year.
- Next year’s spendable is likely to be cut by 30% to allow more money to be fed back into the principle.
- We don’t have a whole lot of money nor are we earning much. Book endowments are down to $2.8 from $3.5. We could not offset a massive cut to the book budget with endowment funds.
- The general endowment, which is used for the Libraries greatest needs, has a balance of approximately $400,000.
- Dale is not sure if pending state matches will come through for endowments. Last year the legislature did not fund the matching program.
- We have a number of pending endowments.

7. Report on SACS visit – Dale Canelas

- The SACS visit went well. The reviewing team was pleased with our written documentation. They had very few questions. They received positive reports about the library from faculty and graduate students.
- Dale heard a number of positive things about the library at the vice presidential meeting for the SACS Team from people in provost office as well as vice presidents.

8. Update on West addition – Dale Caneals

- Plans were given to us for the 4th and 5th floor. Staff on those floors were given the opportunity to provide input. We should move into design development within the month. Department locations are pretty well known.

9. Update on Aleph implementation – Martha Hruska

- Aleph implementation has been pushed back until May 2004.
- We are moving ahead with SFX implementation. LeiLani Freund and Rich Bennett will be attending training in Tallahassee. MetaLib implementation should happen a year after the SFX implementation.
- Community Colleges are aiming at a January 2004 implementation.
10. **My UFL – People Soft**

   - Barbara Hood and Rich Bennett are the Libraries primary contacts for developing the Libraries pagelet.
   - Perhaps Barbara Hood can provide an update at the next Library Council.
   - Jim Ferraro has been impressed with the library staff that have attended meetings in reference to the Bridges Project.

11. **Law Library closing**

   - At the last CM Steers meeting Christopher Vallandingham made an announcement that in July the Law Library will put the bulk of their collection in permanent storage. As a result these materials will not be accessible for one year. This was recommended so that they can do all of their renovations at one time. They will keep three basic collections and loose leaf case reports available for patrons.

12. **ALA**

   - The World Health Organization has announced a SARS warning for Toronto. Harvard instructed faculty not to attend. We are looking into the possibility of getting airfare refunded or using the airfare for a different purpose in the future for staff that decide not to attend.