Library Council
Minutes
August 28, 2003
Library West Conference Room

Members in Attendance: Shelley Arlen, Denise Bogart-Caballero, Dale Canelas, Gary Cornwell, Bill Covey, Trudi DiTrolio, Lori Driscoll, Carol Drum, Martha Hruska, Robert Shaddy, Steve Shorb, Phek Su, Jan Swanbeck, and Carol Turner

1. Approve Minutes
   • The minutes for the July 2003 Library Council meeting were approved.

2. Non-tenure Accruing Professional Ranks – Carol Drum
   • [http://www.uflib.ufl.edu/MSL/facultyeval/nontrank.html](http://www.uflib.ufl.edu/MSL/facultyeval/nontrank.html)
   • UF’s definition for tenure accruing positions states; Librarians - candidate for these positions shall hold at least a Master’s degree in Library Science a record of service including publication, professional association activity, research, or other major contributions to the field.
   • UF’s definition for non-tenure accruing positions:
     o Associate In - The candidate shall have the Master’s degree in the appropriate area of specialization plus three years related professional experience or a bachelor’s degree in the appropriate area of specialization and five years related professional experience. Ordinarily, an appointment at the “Associate-In” level shall constitute a promotion from the “Assistant-In level.
     o Assistant In – The candidate shall have the Master’s degree in an area of specialization or a bachelor’s degree in an appropriate area of specialization and three years related professional experience.
     o Senior Associate In – This is a new rank and there are no UF guidelines for this title yet.
   • The Libraries Faculty Evaluation Committee drafted a “Non-Tenure Accruing Professional Ranks” document for the libraries that includes a definition for Senior Associate In. The definition for Senior Associate In was based on what happens with the Assistant In and Associate In.

3. Promotion for non-tenure track faculty – Carol Drum
   • [http://www.uflib.ufl.edu/msl/facultyeval/nontenurepromotion.html](http://www.uflib.ufl.edu/msl/facultyeval/nontenurepromotion.html)
   • The Libraries have been using the tenure and promotion criteria for promoting the ranks of the non-tenure accruing positions. The Libraries Faculty Evaluation Committee questioned if it is appropriate to use the same criteria for tenure and non-tenure accruing positions.
As a result the committee drafted criteria for promotion of non-tenure track faculty. The Tenure and Promotion Committee recommended that the basic criteria that should be looked for are accomplishments, excellence, and creativity in their job and that the sole criteria be excellence in their job.

- The draft for promotion criteria for non-tenure track faculty was approved. However, Library Council members were requested to send Carol Drum any clarifying language that they would like to have included in the document.

4. **Transition Status – Dale Canelas, Steve Shorb**

**Waldo Building –**

- The design phase has begun for renovating the DOT building. There is only a million dollar budget for this project and the amount of renovation that must be done is greater than originally anticipated. Therefore the cost of renovation has increased and it is possible that there may not be money in the budget to purchase enough shelving to house the entire Library West collection.
- Two insulated storage containers have been purchased and will be placed at the DOT building. It is anticipated that these will not be big enough to store all of the book carts, office furniture, that will not be stored in the DOT building.

**Staff Moves –**

- Reviewed documents outlining when and where Library East and West staff will move. This information is tentative and will be updated weekly and discussed with Directors.

**Collection Moves –**

- The Libraries will not be able to afford to hire professional movers to move the books out of Library West because that would cost $445,000 and we have already spent close to $100,000 for documents and reference moves. Therefore, staff will be looked to for supervising the moving with a combination of students and laborers filling book carts, and loading carts on trucks, etc. As plans begin to jell, staff will be notified of their part. Notification should be sent to staff. Environmental health and safety workshops on how to lift were recommended.
- Over the next couple weeks the materials in Library East Room 100 and the theses and dissertations from the 4th floor of Library East will be moved to newly rented space at LAD (current off-site storage facility).
- The Reference collection shift is scheduled to be complete by 12/28/03.
Costs –

- Business Services estimates that we will have $525,000 in carry forward money.
- FCLA will allow the libraries to use some of the annual funding to support the costs of wiring Library East, Room 100. However, it is not clear how many drops will be put in that room. Suggestions are needed as to how many will be required, not necessarily how many are desired.
- We have spent close to $100,000.

MSL Room 107 –

- Consideration should be given to the fact that library classes are scheduled for the Spring 2004. A question was raised about using MSL room 107 in place of Library West room 148. To do so, MSL room 107 will need upgraded power and possibly AC. The project will depend on costs and funding available.

5. Mentoring Policy – Steve Shorb

- The draft mentoring policy prepared by Trudi DiTrolio was review.
- Comments:
  - Add - A copy of the annual assessment should go to the supervisor and the chair.
  - Add – The department chair selects the mentor in conjunction with the division director.
- Trudi will send out a revised draft to the Library Council and request feedback.
- There is a meeting September 9th for all library faculty and mentoring should be discussed.

6. SPIT Update – Steve Shorb

- SPIT will begin working in a different manner. The team will begin to work more closely with the directors.
- The membership is partially rotating
  - Members that will stay: Steve Shorb, Trudi DiTrolio, Vernon Kisling, Joe Aufmuth
  - Members that will leave: Raimonda Margjoni, Lori Driscoll, Betsy Simpson
  - New members: Doug Kiker, Carol Drum, Robert Shaddy
- SPIT’s 1st meeting of the new committee will be in approximately two weeks.
7. ExLibris Update – Martha Hruska

- Aleph implementation is still scheduled for early May. The local planning group chaired by Rich Bennett has been meeting monthly with FCLA. Subset four Test Load should be ready for review next week. A full test load is scheduled for October. Functional groups will start looking at basic workflows and training, etc this fall.
- A soft rollout of SFX will be coming up over the next week or so.

8. Research Requirements for Faculty – Dale Canelas

- See www.aa.ufl.edu/aa/aapers/TNP0304.pdf, “Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2003-2004” I(1), paragraph 4: “All tenure track faculty will have some portion of their time assigned to research unless alternate assignments are approved in advance by the appropriate Dean and the Provost.”
- Dale reminded department chairs that they are required to and should be making research assignments for their faculty. These assignments should be reflected on semester faculty assignment report.

9. Library Liaison Program – Dale Canelas, Bill Covey

- Last Friday at 4:53pm Dale received a call from Vice Provost Frazier stating that UF’s Computer Network Services (CNS) had completed a scan of the University and received notification that the Libraries had vulnerable machines.
- Notification to systems liaisons to run the critical update patch for this particular vulnerability had been announced in July and discussed in Middle Managers in August. Liaisons are not doing their jobs as is intended. When Systems sends an emergency notification to run a critical update patch it must be done immediately. It does not matter who is working on the machine or what he/she is working on. All machines should be taken off the network while waiting to have updates installed.
- Middle Managers and department chairs will be placed on the Liaisons mailing list.