Members in Attendance: Shelley Arlen, Dale Canelas, Gary Cornwell, Bill Covey, Michele Crump, Lori Driscoll, Carol Drum, Martha Hruska, John Ingram, Erich Kesse, Cathy Mook, Jan Swanbeck, Carol Turner, Robert Shaddy, and Steve Shorb

1. Approve Minutes

   - The minutes for the December 2002 Library Council meeting were approved.

2. Raising Entering Librarian Salaries – Dale Canelas

   - The committee discussed the implications of raising entering library staff salaries and will consider it further.

3. Proposed Library Reorganization – Dale Canelas

   - Dale was asked for the OK to fill several positions. She doesn’t feel the library is organized properly in reference to technology given all the technological changes that have been made. The organization has not changed since the 1991 reorganization aside from the addition of the Digital Library Center. She doesn’t think we are organized well to make it as easy as possible to do the things we need to do. She feels we are doing as well as other university libraries are doing in dealing with technology. But she thinks it’s harder for us to get stuff done than it needs to be. She asked Martha Hruska to look into the current organizational structure and provide a draft proposal for the re-organization of Technical Services. The draft proposal was disseminated. It deals primarily with areas in Tech Services but it also has implications for the other division. It doesn’t show an overarching organization committee structure or influence in various areas.

   - A new organizational structure is proposed under the direction of the Director for Technology Services to replace the current Technical Services division. Technology Services would contain four operational departments. Each department would have responsibilities to serve the public through its services and products and to support library staff in their use of information technologies and equipment. The departments would work collaboratively with each other and with other library staff on evolving projects intended to build and maintain UF’s digital library.

     o Systems Department –
▪ Continues to provide comprehensive support to staff and library users on PC hardware/software configuration
▪ Serves as the principal contact with hardware vendors, manages the library’s networks, and supports the library’s core suite of software application tools
▪ Systems liaisons report their technical support time to the Head of the Systems Department.
▪ Analysts in the Systems Department serve as liaisons to the UF ERP, Directory projects, and Network Infrastructure initiatives.

○ Department of Digital Services –
  ▪ Would evolve from the Digital Library Center to provide support for all digitization projects of library materials, including Electronic Reserves and Special Collections projects.
  ▪ Would coordinate its projects with Access Services, Collection Management/Area Studies, and FCLA’s PALMM project.
  ▪ Specialists in the department are responsible for technical standards for digitizing and scanning, building databases, and copyright/intellectual property issues related to reformatting materials.

○ Department of Web Services and Training –
  ▪ Would provide advice, support, and training for collection managers, public service staff, and all staff who create web pages.
  ▪ Web Services identifies and implements effective and evolving web technologies, and maintains a consistent library-wide content management system and maintains the library’s web domain http://web.uflib.ufl.edu/

○ Information Management Department –
  ▪ IMD’s staff would support implementation of ExLibris’ Aleph system and coordinate adapting it from a traditional acquisitions/cataloging/circulation system to an effective resource discovery system.
  ▪ Would conduct research and test usability of library systems, cataloging and access methodologies, and web interfaces.
  ▪ Would continue to provide catalog support for library materials, as well as provide metadata definitions and structures.
  ▪ Would work with other library and university staff on scholarly information and system interface projects as these develop. Initially, these projects would include interfaces
with ExLibris and the UF ERP (Directory and accounting), the Electronic Theses and Dissertations (ETD’s) and possible development of academic repositories, i.e., IFAS’ EDIS.

- The reason for this discussion is so that the transition into ExLibris doesn’t have to fit back into our current organizational structure. The organizational structure could change to fit that program.
- How is this going to impact the rest of the divisions? It was suggested that possibly we should be looking at this globally. Right now we are just trying to figure out if we are moving in the right direction.
- More working groups are needed. The groups would be staff working together not necessarily meeting like committee do.
- A suggestion was made that functional analysis should be done in conjunction with re-organization.
- The committee will think about the draft proposal, talk to their respective divisions about it and discuss this topic again at the next Library Council meeting.

9. Other Business

- Building Update –
  - Dale was asked if we could move more departments into Library West. It will not be possible for more departments into Library West.
  - Cost figures for moving Documents to MSL are being gathered. It might only cost half of what was originally anticipated. Documents will move first. Two committees will be appointed to plan the move.
  - Footprints for the new building have been decided upon. Space allocations have been made but there are still not detailed interior plans. The Library West Design Team will start meeting in late January, early February. Groundbreaking should occur in January 2004.
  - As far as Dale knows we are still on track to get the DOT building in May for storage.