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

1. Approve Minutes

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

2. Policy on appropriate use of library computers – Bill Covey

- A couple weeks ago we received a query from the Campus Network Incident Response Team about a complaint from a lawyer for Universal Pictures. The lawyer claimed that a computer within the Library network was being used to vend out Universal’s intellectual property, the movie 8 Mile. After some investigating Systems was able to confirm this information.

- The policy governing this type of behavior is set at the University level. In an attempt to make it clear to employees that this type of behavior is considered theft of intellectual property the below expansion/explanation of the University policy has been drafted by the Library and will be placed in the online policy and procedure manual.
  o The University of Florida has an acceptable use policy (AUP) which defines how employees and students are permitted to use University information resources (computers, networks, etc.). The Libraries are subject to the AUP and as such are obligated to report violations of criminal, civil, or copyright law involving information resources to relevant UF disciplinary bodies. This applies specifically to the use of music, movie, video, software, or other files on peer to peer exchange services (e.g. KaZaA), even if the materials are shared or exchanged are only for personal use. Violation of this policy is subject to University action up to and including dismissal.

- After some discussion the Library Council decided that the 2\textsuperscript{nd} sentence would be modified to read, “The Libraries are subject to the AUP and as such, the Library Officers are obligated to report violations of criminal,
civil, or copyright law involving information resources to relevant UF disciplinary bodies.

- A notice about expansion/explanation will be provided to all Library staff.

3. **Update on strategic planning sessions - Steve Shorb**

- Committee members were asked to encourage staff to attend the open staff sessions for strategic planning that will be held on April 3rd, 4th, and 8th in the Library West staff lounge.

4. **Aleph Updates – Martha Hruska**

- The implementation date is tentatively set for July.
- A large number of issues that must be addressed prior to implementation have been outlined.
- Some gradual progress has been made with the full test load authority code linking. Nancy Williams will be working part time with FCLA to help with authority code linking issues.
- ALEPH training is proceeding.
- Work has begun on outlining procedures for our train the trainer program. The Harvard Model will be referenced. Trudi DiTrolio will assist in coordinating the training.
- Martha would like feedback from managers referencing what training their staff will need.
- It was noted that training events that do not pertain to ALEPH should be looked at critically before being scheduled.
- Soon client software will be downloaded on the computers in MSL 148.

5. **Emergency Plans – Steve Shorb**

- Cathy Mook and Rob Roberts worked on updating the web page for the Libraries emergency contacts.
- The Libraries communication structure for emergencies is based on buildings. Therefore, we have building coordinators. Pocket cards with home and cell phone information for building coordinators and Library managers were distributed.
- Building coordinators responsibilities during an emergency have not been clarified and will depend on the nature of the emergency.
- Building coordinators will meet with Steve periodically to review procedures.
6. Implementation of new starting salary for librarians and recruitment recommendations - Dale Canelas/Steve Shorb

Implementation of new starting salary for librarians
- Increases for all tenure-track faculty salaries to a minimum of $40,000 have been approved. In addition, those who currently earn between $40,000 and $42,000 will receive an increase to $42,000. Staff not on the tenure track (Assistant-In, etc.) are not affected. The announcement will be made in two parts.

  o First, Department Heads will be informed on March 27, 2003. During the next week to ten days there will be an opportunity to discuss the reasons for this increase in departmental meetings and with the individuals in their areas. We want to convey the reasons for this change:
    
    ▪ To make our entering salaries more competitive with comparable institutions on a national level. A large number of current openings (due to normal attrition) and anticipated openings (due to retirements) will require a solid recruiting effort backed by good salary offers. Our objective is to get the best staff available to help us meet the challenges of the future.
    
    ▪ Some current staff are receiving increases to minimize the effects of "salary compression" that would otherwise be experienced. The increases to $40,000 and, for some, to $42,000 will improve salaries for almost one third of the staff.
    
    ▪ Tenure track staff that are now Instructor/Lecturer will be moved to Assistant as part of this plan. New staff will be recruited and hired at the Assistant level, thus eliminating any issues related to the university's conversion from instructor to lecturer designation.
    
    ▪ Staff who earn more than $42,000 who do not receive an increase at this time are encouraged to consider promotion opportunities that are available to them. We can offer increased support as well as encouragement to those who can effectively make the case that a small amount of additional release time or travel funding would aid their advancement.
    
    ▪ It is our objective to make the increases effective with the May 2nd pay period. We will make this date unless there are unforeseen delays in processing at Academic Affairs.
Second, following the week to ten days allowed for discussion, Denise will prepare a note to each individual affected. The purpose is to confirm the increase and provide a venue for any questions that arise.

- Assistant Ins are not included in this plan because they are not the same as faculty. Assistant Ins are now on a three level promotion track. Eventually we should review what jobs Assistant Ins are doing for the Libraries and hiring salaries.

Recruitment recommendations

- There are currently 6 vacant positions that will be posted in mid-April.
- Steve Shorb, Denise Bogart-Caballero, Marilyn Ochoa, and Patrick Reakes will be visiting library schools at Michigan, UNC, Pittsburgh, USF, FSU, and Illinois–Champaign Urbana between April 11-28th.
- Steve Shorb reported on the recommendations and requests of the ad hoc committee (Steve Shorb, Denise Bogart-Caballero, Robert Shaddy, and Jan Swanbeck) on recruitment that was assigned to review several dimensions of the recruiting and hiring process in light of the proposal to raise entry-level salaries for librarians. Please see enclosed attachment for the detailed report. Recruitment Recommendations.

Discussion note about recruitment document:

- Hiring committee should be required to meet prior to closing date to begin reviewing applicants.
- An electronic criteria chart should be created.
- Question 4b – Time span includes completion of phone interviews.
- Question 5a – The hiring committee should be instructed to request a 250 word-writing sample, aside from the cover letter. This topic will be taken back to the ad hoc committee for final decision.
- The entire hiring committee must participate in all phone interviews.
- Video conferencing capabilities should be worked on.
- Question 6d – The committee member that introduces the applicant should announce that open session questions be appropriate and limited to the content of the presentation.
- Question 6e – The hiring committee should also collect information in advance about the applicant’s personal interests so we know what aspects of the Gainesville community to promote.
• Question 7 – The University is developing a mentoring program for faculty and building that into their tenure and promotion process giving it a three-year stop off point and a six-year tenure point. We will develop a program that matches up to that program. Therefore, the hiring manager will identify a mentor for new hires and present a plan to their director. The hiring manager cannot serve on the hiring committee per University hiring guidelines. We should be able to get the same type of training that faculty mentors receive.

• When someone is selected to serve on the hiring committee he/she will be given the closing date for the position. At that point he/she should review their calendar to see if they are free. If not, he/she will be removed from the committee.

• It was suggested that two out of three members should have experience with hiring committees.

• Steve Shorb will provide a report on how the new recruitment and hiring process is working at next month’s meeting.

7. Grant Planning Process Discussion – Dale Canelas

• Dale felt that the Library Council should discuss what should be done to make the Libraries more effective in producing grants.

• A document was disseminated that listed the grants that the Libraries have acquired over the past years and organized general information about when they are due, what type of applications are accepted, etc.

• A suggestion was made that a submission date calendar be created to notify Directors and Chairs about dates so they can look at who might work on certain grant proposals.

• Steve Shorb noted that a number of Business Services employees are in drop or close to retirement. He has been considering rolling all those positions together into a higher-level position that would do some financial analysis and assessment functions for the library. Perhaps there would be an opportunity for that person to also have grant responsibilities.

• John Ingram noted that NEH, DOE, and other federal agencies publish a calendar a year in advance on their website. Non-governmental foundations are much more complex. The UF Foundation (UFF) does have a research group and based on a request from our Development Officer (Sandra Melching) can come up with a list of granting agencies and their respective specific information. John suggested that perhaps each Director should look within his/her own area and develop a set of responsibilities for submissions that could be made to the UFF research
group. He also suggested establishing a cycle for federal grants and an internal cycle (maybe every six months) for private foundations.

- A general list of the types of general grants that have been proposed and funded by different agencies.
- Four issues that need to be addressed are identifying grant opportunities, prioritizing opportunities for submission, making grant applications, and management of awarded grants.
- Cost share is creating problems.
- If a single person coordinates grants it might help in establishing a relationship with granting agencies.
- Even with a coordinator the faculty member/selector needs to write the narrative.
- It might be helpful to get staff members that have been awarded grants to give presentations to others.
- A link to the research policies manual, a timeline, and proposals should be centralized at an online location. Grant proposals should also be archived.
- We need to look at IDC (in-direct cost return) and say how the money is used to provide an award for the departments.

8. **Update on work of Faculty Evaluation Committee – Carol Drum**

- The revised table of contents for the Career Development Handbook was presented and approved.
- Faculty evaluations will have a May 15th deadline.
- A faculty discussion will be held once all revisions to the handbook have been completed.
- The Faculty Evaluation Committee will work on completing Chapter 3a.
- Thanks to Suzy Covey read/write forms will be available through the electronic handbook.
- Annual activity reports will have an April 15th completion deadline and will be projected through April 30th. Denise Bogart-Caballero will send out an announcement about the deadline.
- Chapter II-C – Refers to Assistant In, Associate In, and Senior Associate In.
- University Personnel has not provided any information regarding evaluation guidelines and/or schedules for TEAMS employees. Steve Shorb will talk with Denise Bogart-Caballero about this.

9. **Storage Facility**

- There still is not any definitive news about a storage facility.