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

Members Absent: Carol Drum

Guest: Suzy Covey and LeiLani Freund

1. Approval of March 24, 2005 minutes - all
   • The March 24, 2005 minutes were approved.

2. Electronic Bulletin Board – Suzy Covey
   • Suzy Covey presented an overview of the Library Bulletin Board System available at http://libbs.uflib.ufl.edu/forum/. Also see http://www.uflib.ufl.edu/admin/libcouncil/minutes2005/libbs.pdf. Suzy is responsible for posting forums. If a new forum is desired the request should be sent via SysHelp.

3. Communicating with Users Group – Barbara Hood & Carol Turner
   • Carol Turner reviewed the Communicating with Users Group Executive Summary. While looking at communications with library users the group also laid the groundwork for developing a library Marketing Plan. This topic has been submitted to be a Library Wide discussion topic. The committee focused on marketing to library users, not donors. It was suggested that if a Development Committee to focus on donors is formed it should liaison with this committee. At this juncture the committee is seeking approval/support for the direction the committee is going. Library Council members gave Approval/support. The committee will look at options and develop priorities to present to Library Council.

4. Library West Info Commons Report – LeiLani Freund & Carol Turner
   • LeiLani Freund reviewed the Library West Info Commons Report from the Concept Team (LeiLani Freund, Marina Salcedo, Marilyn Ochoa, and Tara Cataldo).
   • Robert Shaddy asked the Concept Team to meet with the Department of Special and Area Studies Collections to discuss how that area might be improved.
   • A suggestion was made to look at applying the Concept Teams recommendations Library Wide where appropriate.
   • Printing was discussed briefly and a recommendation made to form a committee to review the current printing service.

5. Transition Monitoring Team repurposing – Bill Covey
   • The Transition Monitoring Team is being repurposed to facilitate general staff communication. The team will become the Communications Committee and will begin working with a new charge. The committee will be charged with bringing staff concerns/issues to the Library Directors
and will meet with the Directors on a quarterly basis. Committee membership will rotate to give more library staff members the opportunity to serve. A message to all staff explaining the change from the TMT to the Communications Committee will be distributed.

- Library Council members were asked to remind staff members about the anonymous email option as a way to submit concerns/issues. A recommendation was made to add this information to the new staff orientation packet and to disperse an email reminding staff this option exists. (See http://web.uflib.ufl.edu/staff-site/suggestions.html)

6. **Staff Task Survey – Bill Covey**
   - Bill Covey reviewed the Staff Task Survey. A recommendation was made to add, “What portions & aspects of your job assignment can’t you complete due to your current workload?”
   - Library Council members should let Bill Covey how many copies are needed.

7. **Strategic Plan / Goals & Objectives – all**
   - Library Council members were asked to review the Draft Goals and Objectives for 2005-2006. Due to time constraints at this meeting a follow-up Library Council meeting will be scheduled for tomorrow, Friday April 22 to discuss the goals and objectives in more detail.
   - The May 31st deadline for assignments for next year can slide a week.

8. **Miscellaneous**
   - According to PeopleSoft $325 remains in the travel budget. However due to trip cancellations $1300 is now available. Use of these funds will require Director approval.
   - The email server will be down Sunday morning for maintenance but will hopefully be back up by Sunday, noon.