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

Members Absent: Carol Drum and John Ingram

Guest: Brian Keith

1. Approval of July 28, 2005 minutes.
   - The July 28, 2005 minutes were approved pending the following addition to topic #6. Michele Foss will begin employment in Access Services/ILL on August 15, 2005.
   - Below is follow-up discussion for topics #2, 3, & 5.
   - #2 The following preamble will be added to the Goals & Objectives
     o By definition, a library is a collection of materials. To maintain its status as an active, relevant, up-to-date, and outstanding collection of materials, one of the major and continuing goals of the Smathers Libraries must be the pursuit and acquisition of resources in various formats to support the instructional, research, and service needs of its faculty and students. The Library will continue to identify, evaluate, acquire, and preserve these resources via donation or purchase. The systematic analysis of resources and the pursuit of funding to acquire needed materials for a quality collection are ongoing challenges for Smathers Library and its staff.
   - #3 Human Resources Head Brian Keith will eventually (once HR is fully staffed) be responsible for having a Town Meeting Notes web site created as well as providing the note taker.
   - #5 When the Nominating Committee is finished with Tenure and Promotion it will be tasked with nominating librarians for a steering committee to look at faculty governance.

2. Major costs for reoccupying Library West – Dale Canelas
   - Dale has asked the Provost for $500,000 to purchase LW furniture but has not received a response. She has been told the UF budget is really tight. The library will have some salary savings but it won’t be a lot and will not be available early enough. Dale reviewed the Return to West + Major Library-Wide Projects spreadsheet. Items in pink are not certain and do not have to be completed. Items in blue are already purchased and/or ordered. Items that are already done or that may not need to be done and are not in pink or blue and any additional necessities should be reported to Dale.
   - Three staff copiers are listed for Access Services. Dale believes this is because the three currently being used will be off of contract by the reopening. She is going to double check with Barbara Oliver. Lori Driscoll noted that ILL really only needs one copier.
   - Book ends were not purchased with the new shelving and the old book ends are being used at ALF. New book ends will mean an additional $100,000 cost.
3. **OPS allocations for FY 06 – Dale Canelas**
   - Directors have reviewed and provided a “best guess” for OPS departmental needs. Library Council members were asked to scrutinize the OPS budget for accuracy. If a department runs short additional OPS funds will not be available in April/May. Funds should be conserved if at all possible.
   - $1,000,000 in carry forward funds is pretty certain however Sherri Austin has not notified Dale to make it official.
   - The construction contingency may be $1,000,000 but that is not certain.
   - Given the unknowns with the budget it was asked if we should begin thinking about recycling computers from Smathers Room 100 for use in the new building noting that the size of the computers is larger than what is planned for Library West. The answer is no; we believe that there are sufficient FCLA funds to take care of public computer needs in the reopened Library West.
   - The OPS Budget for Fiscal 2006 was approved.

4. **Faculty lines – Dale Canelas**
   - The Faculty Lines FY 2006 document was dispersed to provide Library Council members with a complete list of funded lines. These lines and only these lines will be filled in the event of a vacancy. The current vacant lines were vacated by Sally Cravens, Paul Kirk and Alice Primack.

5. **Name tags – Carol Turner**
   - Carol Turner will distribute the policy statement below:
     - Easily identifiable library staff provide a positive and welcoming environment that encourages patrons to ask for assistance. Both the Public Relations and Marketing Committee and the Student Service Quality Committee have recently recommended that library staff wear nametags to improve service. Staff nametags also improve the security of our facilities by making it possible to know who is an employee and who is a visitor.

   Beginning with fall semester, all Smathers Libraries staff are expected to wear a card that identifies them as “Staff” or “Student Staff”. The card fits into a two-sided plastic badge holder that accommodates the staff card and the Gator 1 card back-to-back. Lanyards, badge holders, and cards are being distributed to all staff. Belt clip or clamp options to the lanyard are available to regular staff on request.

   Staff should wear their staff cards during all hours that they are on duty. As a representative of the Smathers Libraries, each staff member should be prepared to respond positively and politely to inquiries from patrons and visitors. Generally the request will be for directional information (to library service points or offices within the building or to other libraries), but it may be an inquiry that requires specific information or knowledge. A good referral is excellent service, and all staff should feel comfortable making a referral rather than providing “the answer” to the person’s question. Being familiar with library service points and the location of material and services in one’s home building is basic. Staff should also approach visitors – especially those who’ve wandered into staff areas – and ask if they need assistance.
The Library Personnel Office will distribute nametags to new staff members. Supervisors should inform new staff of the policy and importance of wearing their nametags. Departing staff should turn in their nametags when they terminate employment with the libraries.

- It was noted that name tags will be useful from a Public Services standpoint and Carol Turner was thanked for her work. If desired, library employees can insert their title.

6. **TEAMS retention policy – Bill Covey**

- Bill Covey introduced the new Human Resources Head Brian Keith. Brian explained the TEAMS Notice of Non-Reappointments policy.

TEAMS employees hired before June 30, 2005, shall be given written notice that their appointment will not be renewed as follows:

- Employees with less than 1 year of service are to be provided with 3 months notification or the remainder of their contract - whichever is greater.
- Employees with more than 1 year of service are to be provided with 6 months notification or the remainder of their contract - whichever is greater.

TEAMS employees hired after June 30, 2005, shall be given written notice that their appointment will not be renewed as follows:

- Employees are to be provided with 3 months notification or the remainder of their contract – whichever is greater.

- Following the receipt of a non renewal notice an employee can be reassigned, placed on administrative leave, paid out or continue performing current job assignment.

7. **USPS Personal Holiday Process – Bill Covey**

- June 23, 2006 is a payday. June 30, 2006 is the end of the fiscal year and the end of a pay period. Personal holidays not utilized by this date will be removed from PeopleSoft. July 1, 2006 is the beginning of the new fiscal year and a new pay period. Technically it is also the day when USPS employees receive a new personal holiday. From a practical standpoint it is a manual transaction that has to be entered into PeopleSoft. As a result it may not be reflected in PeopleSoft on July 1<sup>st</sup>. UF Central Leave says the manual transaction should take place the week of July 3<sup>rd</sup> however if not then it will be no later than July 13<sup>th</sup>. Historically employees have used the personal holiday on July 3<sup>rd</sup> in conjunction with the July 4<sup>th</sup> holiday. If an employee tries to enter the use of that time prior to the manual transaction the time will show up as unavailable. The deadline for that time usage to be input will be July 13<sup>th</sup> and UF Central Leave has assured Brian the time will be reflected and available in PeopleSoft by that date and it will be reflect on the July 21<sup>st</sup> payday.
- On a side note, the UF Homecoming Holiday will be October 7<sup>th</sup>, 1p-5p.
8. **Staff food – Bill Covey**
   - Uniformed food delivery personnel will no longer be permitted to deliver via the front door of Library West, Smathers Library or Marston Science Library. Staff may bring in food provided it is reasonably disguised. The **current food/beverage policy** will need to be reviewed for clarity. Policies may differ between libraries.
   - Cathy Mook will look into more appropriate library cups.

9. **Security – Bill Covey**
   - Bill is not certain how security will be handled in Library West.
   - He noted that surveillance signs currently in use should be removed from all locations.

10. **Café progress (or lack thereof) & Café impact – Dale Canelas & Bill Covey**
    - UF Administration provided Dale with a $750,000 Starbucks proposal that stated the Libraries would lose control of the space and not receive any revenue. Neither the cost nor loss of control is acceptable so negotiations are being resumed. Bill Covey is scheduled to meet with Aramark on Monday, August 22nd.
    - It is not clear how traffic out of the Café will be controlled during or after library hours.

11. **T&P change – Dale Canelas**
    - UF rules state that only University Librarians can be appointed to the Tenure and Promotion Committee. Dale received permission for a limited number of Associate Librarians to serve on the committee however these individuals will not be allowed to vote on promotions to University Librarian.