Library Council
Minutes
June 16, 2005
Smathers Library Conference Room

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

Members Absent: Carol Turner

Guest: Trudi DiTrolio and Jodi Gentry

1. Ongoing conversation about faculty survey results and implications for library leadership – Jodi Gentry
   - Jodi Gentry and Library Council members discussed the Faculty Survey Results and Implications for Library Leadership.
   - Jodi suggested the committee consider using The Five Practices of Exemplary Leadership framework and noted it could be tailored to be library specific. She also recommended a two-to three-hour per month commitment of the Library Leadership to engage in a structured dialogue about each of the leadership practices (one practice per month). Each “conversation” would include facilitated activities and action planning. Library Council members agreed this would require more discussion before any decision were made to move forward with Jodi’s suggested.

2. Charge for Communications Committee – Bill Covey & Trudi DiTrolio
   - The Communications Committee charge was accepted by council members. It was agreed that a Director will attend only the first 30 minutes of each meeting to answer questions. The committee structure will be evaluated after six months to see if changes need to be made. Bill Covey will send an all staff email explaining the Communications Committee.

3. Town Meetings & Faculty Meetings – Trudi DiTrolio
   - Trudi DiTrolio has scheduled the below listed Town Meetings and Faculty Meetings:

   **Town Meetings:**
   - **Topic:** Jane Adams, Vice President for University Relations
   - **Date:** June 30, 2005
   - **Time:** 1:30-3:00
   - **Place:** MSL Conference Room, Room L107

   - **Topic:** LW Construction Update
   - **Date:** July 28, 2005
   - **Time:** 1:30-3:00
   - **Place:** MSL Conference Room, Room L107

   - **Topic:** President Machen
   - **Date:** August 18, 2005
   - **Time:** 3:00-4:00
   - **Place:** University Auditorium
No Town Meetings Scheduled for November or December

- Council members agreed that the topics Trudi has chosen are appropriate. Dale Canelas asked council members to continue to think about future Town Meeting topics.
- Trudi DiTrolio will invite Health and Law to attend the August 18th Town Meeting.
- Library Directors will prioritize the Library Goals & Objectives prior to the August 25th town meeting.

Library Faculty Meetings (July – December):

- Topic: Glover Discussion Follow-up  
  Date: June 15, 2005  
  Time: 1:00-2:00  
  Place: Friends of Music Room, University Auditorium


- TBA/July: Tenure and Promotion: Putting Your Packet Together

- Topic: Tenure and Promotion: Defining Expectation  
  Date: August 5, 2005  
  Time: 2:00-3:30  
  Place: MSL Conference Room, Room 107

No Library Faculty Meetings Scheduled for November and December

- Trudi will begin trying to schedule a Faculty Meeting with the new Provost.
- On a side note, Trudi DiTrolio was asked to schedule a mentor’s workshop.

4. **LAD & ALF move schedules – Dale Canelas**
   - Lowes is interested in the property where LAD is located. In the event the Library receives a 90 day notice to vacate then the current plan is to move
LAD materials into the Publix Annex. Lowes would have to buy the Library out of the lease which would pay moving expenses.

- The Library West project is on schedule and on budget. If the project continues to run on schedule then ALF materials can be moved back into Library West beginning January 15, 2006. When the ALF materials are back in Library West LAD materials will be moved into ALF.

5. Unified library telephone number structure/telephone answering – Bill Covey

- The MSL voice/IP telephone conversion is complete and the ALF conversion is in process. Smathers and the branch libraries will also be converted. This will put the libraries on a centrally managed phone system. One number for the library with a brief phone tree listing all libraries is being considered. The number listed for each library would have to be staffed 8a-5p as no answering machines will be allowed during those hours.
- The branch libraries conversion will be coordinated with the branch library’s college. Currently, some of the colleges pay for their respective branch library’s phone service. After the conversion the library will pay for the branch libraries phone service.

6. Strategic Support Team (formerly SPIT/SPAM) – Bill Covey

- Bill Covey reviewed the below charge for the Strategic Support Team (Bill Covey, Joe Aufmuth, Lori Driscoll, Carol Drum, Robert Shaddy, Vernon Kisling, Doug Kiker):

With the basics of implementing strategic planning in place, it is appropriate to redirect the efforts of the staff committee which was involved in the startup process. The group originally known as Strategic Planning and Implementation Team / Strategic Planning and Measurement is now renamed to be the Strategic Support Team (SST). This group will aid the strategic planning process as instructed by the Library Directors. The Assistant Director for Support Services will chair the group. The main group functions are

- Selecting metrics to assess Library performance in areas of interest, particularly in conjunction with assessing progress toward goals;
- Data collection appropriate to those metrics and general Library statistics; and
- Providing analysis of data as requested

- A recommendation was made to include Health & Law when this committee looks at ARL statistics and e-metric factors.

7. Status of Classification Study Committee; Status of Goals & Objectives; Status of Emergency Planning Committee – Bill Covey

- Classification Study Committee
  - This committee is inactive until the new Library Human Resources Officer is hired. Once hired this individual will head up the process of conducting an assessment of all library positions. Bill Covey will notify the committee as well as all staff with this information.
  - Bill will compile a list of all current re-class requests and discuss their status with the other Library directors. The respective department chairs will then be provided with a status update.
• Goals & Objectives
  o Library Directors will prioritize the Library Goals & Objectives currently posted.
• Emergency Planning Committee
  o By June 24th UF wants a Building Coordinator list.
  o The Building Coordinator phone tree cards are being updated.
  o The Emergency Planning Committee will begin meeting again to decide how communication will be handled during an emergency. UF is drafting new guidelines outlining what positions will be considered essential during an emergency.
  o Facilities reviewed the emergency supply inventory and found adequate supply levels.

8. Staff name tags – Dale Canelas for Carol Turner
  • Staff will be required to wear their Gator One card as name tags in the near future. Carol Turner is looking at holders and staff will be able to choose from variety.

9. Master calendar – Martha Hruska
  • A new version of the master calendar will be used. It is still located in the Outlook Public Folders but now has a calendar view. A Sys Help has been submitted requesting the calendar to be set up like the Library East Conference Room calendar. All staff will be able to view as well as invite the calendar to events. An email will be sent to all staff after the Sys Help is completed.

10. Reports: CSUL Meeting (John Ingram); ITAC-NI (Bill Covey); Aleph User Group (Martha Hruska); Café meeting (Dale Canelas)
    • Due to time constraints these items were not discussed.

11. Miscellaneous
    • The Library Council will meet twice in July (14th & 28th).
    • Bill Covey received the last batch of Work Task Surveys this week and will begin organizing the data.