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

Members Absent: Erich Kesse and Jan Swanbeck

Guest: Brian Keith

1. Approval of September 22, 2005 minutes.

The September 22, 2005 minutes were approved.

2. Active Directory Migration Project Update – Impact on website – Will Chaney

- Work on the Active Directory Web server migration continues. There were some failures; however, a good copy now exists, is being tested and will be swapped over to the new server by this weekend. Will Chaney will send a message to all Web Content Providers asking them to test links on Web pages they maintain.
- The Exchange Server migration is complete. Some problems still exist and are being addressed by Systems.
- Four servers still need to be upgraded to 2003. Two will be replaced (one being NT9) by new servers.

3. Library West / Café Update – Bill Covey

- All indications point to a Starbucks being located in Library West. Starbucks has visited the Library West construction site twice. Original information pointed to an approximately 1000 sq ft facility (Starbuck’s equipment, counter space, etc) to the right, directly after entering the building. Recent information points to a facility with 500 sq ft allotted to Starbuck’s equipment, counter space, etc and 500 sq ft allotted to seating. **NOTE:** None of this information is official.
- Library West building construction is progressing well. The anticipated substantial completion date is still January 28, 2006. Shelving will be installed after that date and will take at least 6 weeks.
- The LAD materials move is going well and is expected to be complete by Saturday, October 22nd aside from cleaning up the building. The building clean up has to be completed by the end of
November. Tigert expressed a desire to share office space in the Butler Plaza Annex. This will not be possible since only 300 sq ft will be available after library materials are completely moved in.

4. Xerox Report – Bill Covey

- The Library is losing $20,000-$30,000 a month under the current Xerox contract which runs until Fall 2006. The contract has been renegotiated to reflect the following changes:
  - service staff reduced to two, Monday-Friday
  - number of impressions reduced to 1.5 million
These changes should reduce the library’s loss to a couple thousand dollars per month. Alternatives are being looked at for when this contact ends.
- Library Council members were concerned with service staff only being available Monday-Friday. It was noted that the card dispensers can be problematic on the weekends. The dispensers frequently run out of cards, dispense non-working cards or will not accept money. Bill Covey will talk to Xerox and see if one service staff person can work Tuesday-Saturday and one Sunday-Thursday. He will also ask Xerox to make filling the card dispensers a priority on Friday afternoons.
- Staff members should feel free to refer patrons to Kinkos, Renaissance or Target Copy if the library’s Xerox machines or card dispensers are down.
- The two Xerox machines on Smathers 1st Floor plus one additional machine will be moved to Library West when it re-opens.

5. Calendar – Dale Canelas & Bill Covey

Paper calendars will be provided for departmental uses (scheduling, etc) however personal calendars will not be provided. All staff are reminded to use Outlook and print personal calendars as needed.

6. Aleph Report – Martha Hruska

- Aleph issues were discussed at the October 13, 2005 TS/PS/CM Joint Meeting. Martha Hruska provided Library Council members with brief reports on item sorting, in-process materials, missing items and OPAC display. A full report on these topics is available in the TS/PS/CM Joint Meeting minutes available at http://web.uflib.ufl.edu/catmet/committees/active/TSAlephIG/rspmpgm101305.html.
- LeiLani Freund and Tom Minton have been coordinating Metalib testing. A list of concerns has been forward to FCLA and ExLibris.
- FCLA has developed a problem reporting system. This afternoon UF staff members will be at FCLA beta testing the system.
A CSUL/FCLA Meeting is scheduled November 7-9, 2005. The agenda is being drafted and will be posted when finalized. There will be break-out sessions Tuesday afternoon, November 8th. **Update** -- link to 2005 CSUL Joint Meeting agenda: [http://www.fcla.edu/FCLAinfo/jcom/05/agenda2005.html](http://www.fcla.edu/FCLAinfo/jcom/05/agenda2005.html)

7. **Using Public Folders on the Mail Server (current & proposed policy) – Bill Covey**

A recent survey of the folders revealed that many are being used as storage folders for personal pictures, personal documents and archival departmental documents. Public folders are to be used for active, collaborative projects. Active means that documents are being updated on at least a monthly basis, and are being continuously referenced. Collaborative means that the documents being updated are edited by two or more staff on a regular basis. Documents which are updated less frequently should be moved to storage locations in the Departmental Folders on the file server. Documents which are produced by a single person at any given time and which need to be broadly viewed should be put on a Web page. Public folders should only be used for documents that are being frequently referenced and changed in a collaborative process among multiple staff. Bill Covey reviewed the current and proposed Public Folder Policy. The proposed policy states, “Public Folders whose Publishing Editor leaves Library employment will be removed unless another Publishing Editor is named.” Concern was noted that folders not be removed by Systems without first contacting the supervisor for that area.

8. **November 17th Town Meeting Agenda – Brian Keith**

The November 17th Town Meeting structure will be a reception with an agenda. Trudi DiTrollo will solicit input about staff awards, milestones, etc received/experienced in the last 6 months to a year and these events will be recognized at the meeting. This type of Town Meeting will be held once or twice a year.

9. **UF’s 401(a) FICA Alternative Plan and Special Pay Plan for Salaried Employees**

- Brian Keith discussed the 401(a) FICA Alternative Plan. Enrollment in this plan is mandatory for all non-student OPS employees, currently employed and new hires. The employee’s contribution to the plan will be 7.5% before taxes. The employee/employer will no longer contribute to FICA Social Security and these earnings will not count toward the Social Security Program’s creditable earnings. The employee/employer will still contribute to FICA Medicare. The employee’s net pay will be minimally affected. In November UF
Human Resources will offer information sessions about the new plan.

- Brian Keith discussed the Special Pay Plan for Salaried Employees. The plan effects how leave payouts are administered when employees terminate UF employment. Employees will be required to contribute 7.65% of the pay-out into a 401(a) account. Federal income tax will be deferred. The employee/employer will not have to contribute 6.2% to FICA Social Security or 1.45% to FICA Medicare. UF will implement this plan during the 2006 calendar year and will provide more details in the near future.

10. Update on Staff Position Classification Review

- Dale Canelas, Kyle Cavanaugh, Jodi Gentry and Brian Keith met on October 18th. The meeting was positive with Vice President Kyle Cavanaugh indicating support for the libraries and agreeing that this is a good time to review job classifications, groupings, and the job duties that staff perform. Kyle Cavanaugh has previous experience with this kind of work in several universities – most recently at the University of Texas. Library Human Resources will begin gathering information and begin this process soon. First, job descriptions (listing competencies) have to be drafted and then classification specs. Kyle Cavanaugh is open to changing the series of titles. Hiring an external consultant with Library experience has been discussed but will not be pursued at this time.

- Betsy Simpson strongly recommended the members of Library committee that previously worked on this project be notified about the status of this project and how it will progress given the amount of time and energy that that group invested in the initial project. It is projected that the group will continue to serve in a consulting capacity to the project.

11. Funding Update – Dale Canelas

- Dale Canelas distributed an updated Major Expenditures for 2006 document. The figure on the top line has increased because our estimate of the carry forward was based on inexact information form the PeopleSoft accounting system. The good news is that there is an additional $700,000 and that we should be able to cover all of the necessary move and furnishings costs to move back to Library West and cover most major needs of the rest of the libraries as well.

- The half million dollars Dale requested from the Provost to help us with move costs will not be received.

- Most of the construction contingency has now been allocated, $1 million of furniture has been ordered for delivery in January and February.
• Part of the Lowes payout to vacate LAD has been received, about $170,000 should come in the next 45 days.
• As soon as the anticipated carry-forward funds are received, orders for the electronic equipment requested by Public Services, as well as the TOC project continuation can be initiated. **NOTE:** Expenditure for the major move back to Library West has not yet been bid but will have to come out of this budget. The Xerox deficit (an estimated $120,000) will also have to come from this budget.
• The $10,000 for DVD cases (we have enough on hand) and “self check-out” allotments can be used elsewhere.

12. Other – all

• Currently there is not a plan in place for how Smathers Room 100 will be utilized when Library West staff vacate.
• A new Marston Science Library faculty member has been hired however there is no office space available. There is space that could be utilized as an office but only if soft walls are installed.
• The VOIP phone system is being installed in the Music Library today. New numbers will be distributed. AFA will receive the VOIP system next.
• Staff members should continue to report email problems. Staff members should also be reminded to make sure their forwarding address in Gatorlink is correct. Students should be reminded to check their Gatorlink accounts since all UF communications will be sent only to Gatorlink.