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

Members Absent: Dale Canelas, John Ingram and Erich Kesse

1. Approval of August 18, 2005 minutes.

The August 18, 2005 minutes were approved.

2. Discussion of Copying, Printing and Scanning Taskforce Report - Carol Turner

The Copying, Printing and Scanning Taskforce report was distributed to Library Council members via email prior to the meeting. The report has also been discussed in Public Services Division meeting. Taskforce members looked at the possibility of treating UF patrons different from Gainesville community members. The report highlights concerns and what possible approaches could be used. Since the report was issued there have been some changes with the Xerox contract. Xerox lost money over the term of the previous contract. The current contract ends June 30, 2007. The Library is losing money with the current contract because the original copy estimates the contact was based on are nearly double the amount actually being generated. In an attempt to lessen the monetary loss being incurred the copy estimates are being reduced and Xerox is reducing the number of service technicians by 1 FTE. The new target repair response time will increased to eight hours from two. It was noted two hour repair response time has already not been occurring since Xerox originally cut staff. The Health Science Center Library is in favor of the new contract negotiations in hopes of cutting their costs too. Copying, printing and scanning issues will continue to be assessed with some of the taskforce members if they are interested.


- Carol Drum distributed an updated version of the Career Development Handbook (CDH) Table of Contents. The chapter
format was changed and a forms section was added. The CDH Committee will assure forms are user friendly if created by the library. The Pre Travel, Post Travel, and Mid Career Review still need to be updated. Tom Minton is working on making the CDH a scrollable document and adding links to UF forms and rules. The committee is open to suggestions.

- Carol Drum distributed the updated Midterm Review Timelines Web page. The CDH committee proposes moving the midterm (3rd year) review to spring. Library Council members supported moving the midterm review to spring. The CDH committee will document the new timeline. **NOTE:** This year the midterm review will still be due October 1. It was noted employees can not be required to participate in the midterm (3rd year) review process however it was agreed the CDH language should strongly urge employees to do so.

4. **Approval to make the CDH Committee a standing committee of the Library Council - Carol Drum**

The Career Development Handbook committee (Carol Drum, Michele Crump, Colleen Seale, Brian Keith and Tom Minton) was asked to review the 3rd Year Review Process section. During the review the committee discovered much of the information contained in the CDH is outdated. Hence, a recommendation is being made that the CDH Committee become a standing Library Council committee with a permanent Human Resources and Web master representative. The other members will rotate with one member rotating off each year. The Health Science Center Library and Law Library do not currently have representation on the committee however these areas should be involved in CDH tenure & promotion discussions. Therefore, a contact will be established at each location to send tenure and promotion information to. The motion to make the Career Development Handbook Committee a standing committee was approved.

5. **Superior Accomplishment Awards - Bill Covey for Brian Keith**

Bill Covey distributed the Superior Accomplishment Awards nomination form and criteria for selections (see [http://www.hr.ufl.edu/saa/default.htm](http://www.hr.ufl.edu/saa/default.htm)). Library Council members were encouraged to submit nominees. The Libraries are in division three. Information provided in the nomination should apply to the previous academic year. The deadline is October 31st. Library nominees/winners could be recognized during the Library’s staff recognition program.
6. **Nominations for ALA Support Staff Travel Grants - Bill Covey for Brian Keith**

- Bill Covey distributed the 2006 Sage Library Support Staff Travel Grants Institute nomination information.
- Bill Covey distributed the Professional Writing for Librarians ARL/OLMS Online Lyceum Course information. This is great course to send new librarians or those within one to three years to. Bill will assess if there are travel funds available.

7. **Annual Report due 10/1/05 - Bill Covey**

Bill Covey reminded committee members to submit annual reports by 10/1/05. ARL collections statistics spreadsheets will be distributed soon.

8. **Student e-mail accounts - Bill Covey**

Student employees will no longer be assigned library email accounts. Their UF addresses can be added to the libraries’ global address book. Bill Covey will send this message to the supervisors email distribution list. He will double check if students need a library email account to check the E-Res mailbox.

9. **Policy and Procedure Manuals - Bill Covey**

The policy and procedure manual will be reviewed. Bill Covey asked committee members to review their particular areas. Brian Keith should be contacted if editing is required.

10. **Reporting Facility/Security Problems - Bill Covey**

Security problems should be reported to Facilities. Emergencies should be reported immediately to the police. Encourage staff to report any incidents to Rob Roberts. If Rob isn’t available then report the problem(s) to another Facilities employee, such as, John Humphreys. Phone cards listing contact information for the directors, department heads and building coordinators are being updated. Bill Covey will check on the status.

11. **Move Update - Bill Covey**

- LAD materials will be moved to the Publix-Annex and ALF beginning Monday, September 26, 2005. The move process is expected to
take approximately 3 to 4 weeks. Lori Driscoll will post what
sections are being moved and when to the library Web page.
• Library West substantial completion is anticipated January 2006
with staff moving back in March 2006.
• Dale Canelas has requested clarification about the status of the
proposed LW coffee shop from President Bernie Machen.

12. Provost’s Committee – Directors

Dale Canelas met with Provost Janie Fouke. Dr. Fouke will convene a
committee to look at the future (10-15 years) of UF Libraries. The
committee will be expected to work diligently from October into spring.
Dr. Fouke asked Dale to assemble a suggested member list.
Suggestions should be forwarded to Dale Canelas.

13. Schedule for Upcoming Library Town Meetings – Bill Covey

• Betsy Simpson’s town meeting on the “World is Flat” has been
postponed until January 2006.
• A meeting with Kim Tanzer and the Library Senators is scheduled
for September 26th, 2p in the University Auditorium.

14. Q&A Sessions – ALL

• The Sabbatical Committee is in progress.
• Martha Hruska sent a workspace assessment charge to Technology
Services. This assessment will include work space, networking and
resource needs. It will be used to look at how to best utilize
Smathers Library East when staff move back to Library West as well
as in the future. Robert Shaddy is going to ask Special Collections
Department to complete the same type of assessment. Both
departments should assemble functional specs by the end of
December.
• The Active Directory migration began Monday, September 19th with
the Dell Representative. The domain controller has been upgraded.
Tuesday work began on a new Exchange server and a newer Web
server. Some mailboxes will be migrated to the new Exchange
service this week. Tentatively, all mailbox migration will begin on
Tuesday, September 27th. Will Chaney will send a message asking
all staff to empty their Deleted Items and cleanup and move the
content of their In Boxes and Sent Mail to Personal Folders prior to
the mail server migration. This will help to reduce the amount of
corrupt emails that will have to be repaired. Email will be down for
a couple of hours during the migration which will be completed at
night. NT9 and NT12 will be down some due to upgrades. Will Chaney will notify Cathy Mook when this is going to occur so she can notify the branches since the binding software is located on these servers.

- The Yellow Book Pages software is not functioning properly. Betsy Simpson will submit a Sys Help.
- Beginning October 10th all shelf ready Yankee Book Peddler and most of the shelf ready Blackwells will be delivered to Acquisitions. The invoices will be checked and then the books will be boxed up shipped to appropriate locations.
- UF will be getting a program similar to FaceBook on Friday, September 23rd.
- Sara Gonzalez will begin employment at the Marston Science Library October 3rd.
- Damon Austin accepted a position as Ag Librarian at the University of Maryland.