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

1. Approval of October 20, 2005 minutes.

The October 20, 2005 minutes were approved.


- Dale Canelas provided council members with an updated Return to West + Major Library–wide Projects spreadsheet.
  - Some of staff furniture costs will increase since it appears as though more than 30 workstations and more than 20 chairs will be purchased. Final figures for conference rooms are not available.
  - The original loss the libraries expected to incur on the Xerox contract was originally estimated at $100,000. The Library Business Services Office was able to negotiate a new contract effective February 1, 2006 and the new loss is estimated at $25,000.
  - There is approximately $2.3 million to spend in the budget. Thus far, we are projected to spend approximately $1.6 million. This includes $300,000 in UFF Funds.
  - The budget for the Library West re-opening events is listed as less than will probably be required. These expenses will probably occur in the next fiscal year.
  - The spreadsheet requires the following two edits:
    - The locks previously ordered were incorrect. The price difference between the incorrect and correct locks and any additional shipping fees are not known at this time.
    - 4, not 3 book bins will be needed resulting in additional $2100

3. Other budgetary needs - all

- Are there costs not covered in the regular budget that are not included in the Return to West + Major Library–wide Projects spreadsheet that should be considered for funding?
  - Shelf reading – it was determined no additional shelf reading monies will be required.
• Periodicals & shelving move – these items have been included in the current bid process. The bids have not been received yet. More information should be available next week and a price locked in two weeks after that.
• Periodical shelving needs to be cleaned prior to the shelving going back into Library West.
• Cost for staff overtime –
  o Library West move - this will be dependent on the hours the movers set to be in the building. Lori Driscoll will provide Dale Canelas with a worse case scenario so these funds can be set aside.
  o Public computers – if Systems staff is going to be paid overtime to work on the public machines at night it might be beneficial to have someone from the receiving department to work with Systems. Gary Cornwell will provide Dale Canelas with approximate costs.
• Reclass - funds were set aside in the OPS budget at the beginning of the year and are therefore not reflected in the Return to West + Major Library–wide Projects spreadsheet. If more funding is needed Betsy Simpson should notify Dale Canelas.
• Microforms reclass – this probably should be put on a list for next year. However, the issue will be discussed at the January 26, 2006 TS/PS/CM meeting. In preparation for this meeting, Jason Fleming, Betsy Simpson and Priscilla Williams have been gathering data to try to assess if this project can be absorbed this year from a cataloging perspective. If the project can be absorbed this year those costs should be provided to Dale Canelas.
• Library West security system – these costs were removed from the Return to West + Major Library–wide Projects spreadsheet because the system turned out not to be very secure. The campus is in a transition period of phasing into a new card swipe security system. The libraries will be phasing into that system. The exterior doors will be on the new card swipe system. For now the internal doors will “hard” key entry. Eventually, the internal doors will be phased into the card swipe entry system. The video system will not be reinstituted as it was not very reliable and video is not being widely utilized on campus.
• TOC project – an estimated $20,000 in additional funding will be required.
• Verde Electronic Resource Management System – approximately $20,000-$30,000
• Microform equipment – The Marston Science Library will need two of the new digital microform reader-printer that will be acquired for Library West
• DLC infrastructure – internet pop; traffic and equipment requirements need to be evaluated, approximately $15,000
• High density storage for ALF – software and materials, software cost approximately $68,000
• Archer Statue – new base needed
• Williams Painting – restoration required


• Carol Drum distributed an example of the proposed Web page for the new Smathers Library Career Development Handbook being created. Feedback about the page should be sent to Carol Drum.
• The following points were offered for discussion/consideration:
  1. Tenure and promotion information should be removed from the Career Development Handbook and the new section named the UF Libraries Tenure and Promotion Handbook or the Library Faculty Tenure and Promotion Handbook. The Human Resources Officer should be charged with maintaining the University documentation links and the Tenure and Promotion Committee should be charged with making changes, additions, and corrections to the Handbook, in consultation with Library Council, the Satellite Directors, and the faculty governance group. Since the Tenure and Promotion Committee has members from the Health Science Center Library and the Legal Information Center, it would solve the problem of involving them in the process. Additionally, the committee works closely with the documentation and would probably be the first ones to know when something in the tenure and promotion guidelines needed changing. The following decisions were agreed upon:
   a. The Tenure & Promotion section will be removed from the current Career Development Handbook in order to create two new documents: a Smathers Library Career Development Handbook and a tenure handbook.
   b. A separate Tenure and Promotion Handbook will be created which includes all UF Libraries and this will be managed by the Tenure and Promotion Committee.
   c. Travel will be removed from the Career Development Handbook and placed in the Policies and Procedures Handbook since it affects all Smathers staff and not just library faculty.
   d. The current Career Development Handbook should be renamed “Smathers Libraries Career Development Handbook” following the rules already established for the committee working with it.
2. Instead of the Tenure and Promotion Committee handling the midterm reviews, what if a committee from the list of mentors was elected to review the packets, meet with the mentees and notes of the assessment were sent to the department chair/supervisor and division director. There could be a 3 or 6 person committee with the initial committee elected for 1, 2 and 3 years. After the first year, the 1s could rotate off and new members(s) rotate on for a 3-year term. A mentoring committee would have the added advantage that it would give faculty experience in evaluating packets, and, thus, provide training for serving on the Tenure and Promotion Committee.

The following decisions were agreed upon:

a. The Mid-Career Review, Mid-Term Review and Mentoring will be taken out of the current Career Development Handbook and added to the Tenure and Promotion Handbook. The creation of a separate Smathers Mentoring Program will be considered.

b. After a lengthy discussion it was decided the two candidates that will receive 3rd Year Reviews this year will be given the option to meet directly with the Tenure and Promotion Committee in addition to receiving the written commentary from the department chair and director which the current process requires. The following issues will be forwarded to the Faculty Assembly for discussion:
   i. Should the mentor be required to attend the 3rd Year Review?
   ii. Should the chair be required to attend the 3rd Year Review?
   iii. What is the role of the mentor after the 3rd Year Review?

The Faculty Governance Working Group met three times last year. Their next meeting is scheduled January 17, 2006 at the Health Science Center. This group is trying to assemble a slate of candidates to comprise a Faculty Assembly. A larger faculty meeting is scheduled Thursday, January 26, 2006 at 3pm in MSL 107. The slate of candidates chosen in the January 17, 2006 meeting will probably be voted on in this meeting. Candidates will be taken from the floor in both meetings. Perhaps proposals brought forward in the January 26, 2006 faculty meeting will be discussed in the February Faculty Assembly.

5. University-wide Performance Management Initiative – Brian Keith
UF Human Resources is implementing a new Performance Management Initiative for evaluating TEAMS and USPS employees. Faculty evaluations are unchanged at this time. All TEAMS and USPS evaluations will be changed to a consistent date not based on the anniversary or appointment date. The current evaluation period will extend from March 1, 2005 to the end of February 28, 2006. Exempt TEAMS employees will continue to be evaluated in narrative form. Probationary forms will continue to be completed however all other evaluations are on hold until March 2006.

The University hopes to achieve consistency. Five criteria have been established; work performance, attendance/reliability, customer service, initiative/productivity and team work/interpersonal skills. Based on these criteria employees get five ratings instead of the three currently in place. The goal is to stratify different levels of performance. Primarily levels of performance among employees who are successful. The 5 ratings are:

- Exceeds
- Above Average
- Achieves
- Minimally Achieves (deemed to be unsatisfactory)
- Below Performance Standards (deemed to be unsatisfactory)

Based on the five criteria each of the ratings is worth 1-5 points. The maximum points an employee can achieve is 25. 24-25 points equate to an overall exceeds rating.

- The process includes an employee self assessment completed before the evaluation however UF does not require the employee to participate.
- UF HR is providing training sessions. Library Human Resources Head Brian Keith will also be providing training sessions. Per the Library Council, training will be mandatory for all library employees.
- Brian Keith will distribute a list of supervisors to Library Council members to review for accuracy.

6. Building update – Bill Covey

- The Substantial Completion Date is still officially February 9, 2006 however that date is expected to move forward.
- The UF Facilities Planner has requested updated information from Aramark about the Starbucks that will be located in Library West but has not received any information.
- The 3rd floor carpet installation is complete and the cork flooring installation is not far from complete.
- Elevator installations are almost complete.
- The loading dock on the side of the building will be able to be used by book trucks.