Library Council
Minutes
May 28, 2009
Smathers Libraries Room 1A
9a-11a

Members Present: Shelley Arlen, Joe Aufmuth for Jan Swanbeck, Rich Bennett, Steve Carrico, Tara Cataldo, Will Chaney, Michele Crump, Sam Huang, John Ingram, Brian Keith, Cathy Martyniak, Wallace McLendon, Patrick Reakes, Rob Roberts, Judy Russell (Chair), Rachel Schipper, Betsy Simpson, Laurie Taylor, Ben Walker

Members Absent: Bill Covey, Michele Crump, Lori Driscoll, Jan Swanbeck

1. Development Report - Sam Huang

Since the April 23, 2009 the libraries have received:

- 92 cash gifts totaling $5620.21
- 1 gift in kind valued at approx. $4000
- Sam Huang and Cathy Martyniak have been working on a project to raise funds to digitize/scan dissertations. They sent out 198 letters and have received one response with a donation to date.
- Sam Huang, John Nemmers, John Freund are working with The College of Design, Construction and Planning to draft an in-kind gift proposal to the John Volks Foundation. In 1995 the materials were valued at approx. $1 million. The proposal includes a request for funds for processing, preservation/conservation and the establishment of a graduate assistantship to provide support in processing the materials. The deadline for the proposal is tomorrow, May 29th.
- Judy Russell and Sam Huang attended the most recent Houston Gator Club Awards Banquet. Judy was the keynote speaker and Sam assistant you with the presentation. At lot of positive feedback was received from various Houston Gator Club members and interest was expressed about visiting the libraries. During the banquet Sam had the opportunity to speak with Joel & Shelley Wahlberg about the possibility of establishing an endowed library position to have a split assignment between the libraries and the UF Athletic Association to assist student athletes conduct research.
- In April a gift of $16,527 was received.
- Sam has been working with the UF Foundation Planning Giving Department and the library has received a $500,000 bequest from a donor in Birmingham, Alabama.
- Sam was asked by a library faculty member about the possibility of raising funds to help fund travel. He reminded Library Council members about the opportunity to contribute to the Library Staff Development Endowment. As the endowment grows the interest in the endowment grows and once large enough it could possibly be used to supplement existing travel budgets.

2. HR Report – Brian Keith (distributed via email)

Hires
- Book Arts Curator – Ellen Knudson due to arrive on July 24, 2009 (funded by Provost’s Office
- Borland Library Public Services Librarian – Katherine Summing

Searches
- College of Nursing Librarian – on site interview scheduled for June 25th
- Head, Price Library of Judaica – search committee has made recommendation
- Library Associate 2 in Digital Library Center – posted
- Library Assistant 2 in Digital Library Center – posted
• Library Assistant 3 in Marston Science Library - posted

Exits
• Matthew Weaver – last official day June 12
• Lori Driscoll – last official day June 25
• Ned Davis – last official day June 25
• Katherine Walters – last official May 29
• Iona Malanchuk – last official day April 29, 2010 (retirement)

Appointments
• Dan Reboussin, Vernon Kisling and Jane Anne Carey – changed to tenure accruing appointments
• Jimmie Lundgren – names Associate Chair, Cataloging and Metadata

Transfers
• Michelle Foss – to Marston Science Library
• Nancy Poehlmann – to Special Collections/Rare Books
• Jami Beserock – to ILL
• Kelli Schoneck– to ILL
• Mark Allender – to ILL

Tenure & Promotion
Library Human Resources is still waiting to receive the UF Guidelines for Tenure and Promotion.

Skills Inventory
A database has been created and is being beta tested. The database will be used to allow library employees to self report their education and language proficiencies.

Monthly Budget Reports (reflect figures through 2/28/2009)

3. Facilities Report – Bill Covey (via email)

Health Science Center Library
Security system bid documents are being worked on by UF’s Physical Plant Division. Once the documents are complete they will be provided to the Library Facilities Office.

Smathers Library/Library East
Part of the lobby renovation (display case work & lighting improvements) will move forward in approx. three weeks.

The North and South stairwell repair is currently on hold due to the marble not being able to be supplied until January 2010.

Marston Science Library
The 2nd floor renovation has begun. Temporary partitions have been put up and the demolition and rough electrical work has started. Several offices will receive new paint and carpet. The larger projects are scheduled occur during the intersession, including five studies rooms and the circulation desk. The library will remain open during this renovation/construction. Hopes are that the project will be completed by Fall 2009.

Retro Conditioning
UF Physical Plant has received some funding that is being used to address air conditioning in various buildings. This will include Library West but not Smathers; however, Judy Russell has suggested that building be addressed.

4. IT Report – Will Chaney for Bill Covey

Server Problem
There have been some issues with the file server and there has been some data corruption. IT hopes to have the problematic server updated this week.

**Equipment Replacement List**
IT is currently working on the equipment list for the end of the fiscal year equipment order. It has received approval to replace 190 public workstations (dated before 2005), 150 staff workstations and 12 staff laptops. The workstations will be purchased using FCLA technology funds. The new machines will have Office 2007. Individuals that are not receiving new machines but wish to have Office 2007 on their workstation should submit a GROVER ticket. A reminder was given to make sure information profiles are updated in MyUFL so the correct information is populated in the GROVER ticket.

5. **Budget Report – Brian Keith**

2009-2010 Budget Recall
$642,000 is being recalled. This amount is coming from various areas: travel ($45,000), departmental office supplies ($21,000), OPS ($233,000) and salaries ($343,000)

Monthly Reports
Brian Keith distributed and reviewed the 2008-2009 Budget Year-To-Date as of April 30, 2009 and the 2008-2009 Summary of Expenses YTD by major expenditure category and fund source.

OPS Budget
Brian Keith distributed the OPS Budget Projection for FY 09-10. A vertical black bar in the center of the spreadsheet separates the payroll expenses through 4/30/09 (on the left) from the 09-10 data (on the right). The 09-10 information includes the amount put forward by the departments as part of their Budget Recall proposals and a Budget Reduction which is each department’s share (based on non-FWS expenditures from FY 08-09) of the total recall amount. These reductions combine to make the department’s Total Reduction from the 08-09 allocations. The result of the departmental reductions combined with the reductions in unallocated funds is an OPS budget reduction of $253,508.

It is possible to reallocate funds within departments or within the larger Collections and Branches, and Technology and Support Services units. Library Council members should advise Brian Keith no later than 6/12/09, if they would like to reallocate funds for 7/1/09.

Department consolidation will be reflected in OPS figures on July 1st.

OPS Pay Rates
Brian Keith reviewed the new OPS pay rates. The pay rates that were approved at Library Council are available at: [http://web.uflib.ufl.edu/pers/develop/StudentAssistantPay.html](http://web.uflib.ufl.edu/pers/develop/StudentAssistantPay.html).


GatorScholar
Mr. McLendon commended Val Davis’ efforts in working with Mike Conlon and Cornell University to take GatorScholar and apply it to an NEH Grant. The grant is to help biomedical researchers together.

Library Advisory Committee
The Health Science Center Library has created a Library Advisory Committee. The committee first met three weeks ago and is comprised of 2 faculty members and 2 students from each college. Henry Baker is the current chair. Mr. McLendon will share the State of the HSCL Report presented at the meeting as well as the HSCL strategic planning information.

Development
Ann Braun, College of Medicine Development Office has been able to arrange a luncheon with Dr. Cade (Gatorade inventor).

Research Commons Area
The HSCL is creating a research commons area. It will have Apple Computers, SPSS and SAS.

E-books Purchasing Agreement
Cecilia Botero has arranged a consortial purchasing agreement for e-books amongst all the health science libraries throughout Florida.

State of Florida Health Sciences Libraries Association
The HSCL hosted the annual State of Florida Health Sciences Libraries Association.

7. Approval of International Shipping Policy – Angela Mott for Lori Driscoll

Angela Mott reviewed the Access Support International Shipping Policy. After some discussion the following International Shipping Policy was approved and will be added to the ILL webpages at the links below:

As of June 1st, 2009 the interlibrary loan and document delivery unit will only ship items outside of the United States to return items we have borrowed from international libraries. If you are a currently enrolled student studying abroad, we can supply you with electronic copies of journal articles.

For UF users:  http://uflib.illiad.oclc.org/illiad/FAQ.html#International

For other institutions/libraries:  
http://uflib.illiad.oclc.org/illiad/lending/LendingFAQ.html#userid

Discussion of the proposed policy did bring up two issues that were tabled for later discussions:

1. Judy Russell did not want us to state that we will not ship internationally to faculty members, so we removed the "or employee" from the second sentence. It was asked whether the 11k savings from discontinuing International shipping included shipping to faculty.

2. Cathy Martyniak and Laurie Taylor would like further discussion on setting ILL internal procedures/policies regarding the scanning and shipping of dissertations and theses. Concerns include getting copyright approval for digitizing the dissertations or theses and somehow checking to make sure a copy is archived before a dissertation or thesis is shipped.

8. PC Permissions for Visitors who are not affiliated with UF – Rachel Schipper/Will Chaney for Bill Covey

Bill Covey worked on getting extended PC permissions for visitors who are not-affiliated with UF. Currently Jim Stevens is the only staff member trained to process the new affiliation service. Since we’ll need to have at least one full-time staff member per branch/shift who will train to do this and can be available should someone walk-in and request the service. Rachel Schipper will distribute the instructions; however, Library Council members should submit a GROVER ticket requesting who they would like to have trained.

9. Dual Monitors – Rachel Schipper/Will Chaney for Bill Covey

Dual monitor request will be considered; however, a policy on criteria for provision of dual monitors needs to be established. Please email suggestions to Rachel Schipper.