

Library Faculty Council Meeting Minutes

3 February 2009, 2:00 p.m., Room 217, Poynter Library

Librarians Present: Marcy Carrel, Deborah Henry, Tina Neville, Jerry Notaro, Patricia Pettijohn, Jim Schnur, Kaya Townsend

Regrets: None

Guests: None

Meeting: Called to order at 2:08 p.m. by Deb

Minutes: Motion by Patricia, seconded by Jerry, to accept January 6 minutes. Motion carried unanimously.

Old Business:

Dean of Library Search: As of February 3, eleven candidates have met minimum qualifications and seven were at or above the calculated average. Plans are in place to start calling those ranked highest. Deb encourages all interested parties to communicate with library representatives on the search committee (Deb, Marcy, Cynthia, and Berrie) if they have any questions.

Status of Library Faculty Promotion Guidelines: Norine Noonan has received the guidelines.

Annual Review Committee for 2008: Jerry, Jim, and Donna Menendez from the Tampa Library will serve on the committee. Annual reviews should be entered into the FAIR/FAR module by February 9. We should include accomplishments from the past year. Some librarians may also enumerate goals for the forthcoming year.

New Business

Revision of Annual Review Guidelines: Jerry suggested that supporting documentation is not necessary. Librarians do not need to submit paper documents along with their narratives (i.e., copies of published articles). Librarians may include citations rather than original documents. Reference librarians with Tina as their immediate supervisor (Deb, Kaya, and Marcy) were asked to submit printed reports of their reviews and their goals for her consideration. The Faculty Annual Review committee will not examine Tina's evaluations during its deliberative process.

Template for FAR/FAIR: Jerry will chair an ad hoc committee with Tina and Kaya to consider ways to tailor the online FAR/FAIR modules so that they better reflect our duties and activities as librarians. This software is presently designed to match the needs of teaching faculty rather than those who have duties in other areas, such as librarians.

Kathy's Retirement: Jerry contacted others at USFSP to determine if the administration had planned any events or celebrations to recognize Kathy's service. He has not heard of any events yet. Zeynep affirmed that we do have concession funds to allow for an in-house event for library staff. Discussion followed as to whether we should do something off-campus or in the building (using the Media Center). An on-campus event will make it easier for staff to attend. The librarians may also elect to hold a separate gathering (such as a dinner). Jackie Shewmaker had offered to reserve space for an evening dinner at the country club. Jerry will talk with Zeynep about the library staff event in the Media Center and with Jackie S. about available dates at the country club.

Tracking Library and Computer Usage at Other USFSP Locations: Discussion took place about the level of computer usage in the library relative to other sites, such as the labs in Davis and Bayboro halls, as well as the College of Business Lab in Bayboro Station. Berrie has indicated that we could take screen snapshots of the “gas gauge”—a graphical representation of computer usage at a given moment and save the images on a shared drive so that numbers could be transferred to an Excel spreadsheet. We need to come up with a regular schedule, perhaps one that corresponds with the changing of reference shifts (i.e., M-R: 11am, 1pm, 3pm, 5pm, 7pm; F: 11am, 1pm, 3pm). Jim volunteered to compile data on the spreadsheet. Deb will coordinate.

Reports

Budget Council: Jerry mentioned that his appointment to this council was not related to his status as a previous member of Faculty Senate. He offered to continue his service when he learned that meetings had resumed. The library has already endured three separate budget cuts (of \$41K, \$68K, and \$103K). The reductions occurred in accordance with the “Guiding Principles” that have governed all reductions university-wide. Despite discussions of the possibility of furloughs, Jerry noted that the United Faculty of Florida would have to agree to reopen this issue for negotiations. Additional reductions are slated to take place in the new fiscal year (after July 1).

Faculty Senate Update: Patricia reports that Margaret Sullivan encourages faculty (including library faculty) to seek places on statewide committees whenever appropriate. We should have a place at the table. Brianne Reck in the College of Education attended a statewide meeting on textbooks and other issues. The next workshop on Distance Education and pedagogical issues will take place on February 27 rather than February 13.

General Education Committee: Tina notes that there is much work taking place on the philosophy of general education and trying to have dialog over the institutional approach to teaching general education and exit requirements.

Graduate Council: Jim said that the next meeting would take place on February 4 and would be located in the Special Collections reading room. Chris has issues to bring up over the relationship with the Tampa-based Graduate School and postdoctoral employees.

Research Council: Deb did not have anything to report from a meeting but did ask those in attendance to get any updates for the next FACRL newsletter by its deadline of March 2.

Undergraduate Council: Kaya noted this council has not met since the last LFC meeting.

Announcements

Marcy reported on the ALA Midwinter Meeting in Denver. Budget concerns are universal in the library world. She did mention Zotero (zotero.org), a new bibliographic management tool that works with the Firefox web browser and is free of charge. It might be a useful alternative to RefWorks, especially since students no longer have free access to RefWorks after graduating.

The next meeting scheduled for March 3, in POY 217.

Meeting adjourned at 3:55 p.m.

Respectfully Submitted,

Jim Schnur
Council Scribe