To: LIBRARY FACULTY  
From: Skip Hamilton, Recorder  
Subject: Faculty Meeting; December 3, 1981  
Library Faculty Present: 25

Administrative Matters: Chair, Leo Cabell, Associate Director of Libraries.

1. Paul Seldon introduced Marianne Gilbert, the temporary replacement for Nancy Hawver as the OCLC Mass Cataloging Librarian.

2. A discussion developed concerning the staff lounge and problems related to the amount and type of work needed to bring it into compliance with state standards for eating establishments. Questions were also raised concerning the cost of renovation and why this wasn't considered prior to the administration's statement on food in the Library.

3. Arne Arnenson introduced Tim Stanciliff of Campus Coin Copies, Inc., and Chuck Pond, the individual who will be managing the Library's copying center. They responded to a variety of questions concerning the early removal of CopyCo. machinery and Campus Coin Copies, Inc., aid during the interim period of time while they were beginning their service in the Library. Mr. Stanciliff, also, offered information on the service they hope to offer and answered questions from the faculty.

4. Mr. Cabell commented on the announcement by Hunter Rawlings of the Junior Faculty Development awards and urged members of the Library to apply.

5. Concern was expressed over the lack of Library employees being nominated for University Employee of the Month. A suggestion was offered that the Library Advisory Board consider this as one of their activities.

Items of Business: Faculty Moderator, Ben LoBue.

1. The minutes for the November 5, 1981 Faculty Meeting were approved as read.

2. Committee Reports:

   a. Faculty Personnel Committee: It was reported that the committee has made a recommendation for promotion, looked at job evaluations for 1980, and were working on a Search Handbook. It was the hope of the chair that draft pages would be ready for the Search Handbook in the near future. After the draft pages would be available, there was a hope that hearings could be held on the draft proposals in order that the final draft could include the collected knowledge and experience of the library faculty. The Search Handbook is viewed by the committee more as a working document than as a statement of policy. The committee is also looking at the VITA format in relation to university specifications. The committee will probably be asking Library Faculty to upgrade their VITAs, in accordance with these specifications, in the near future. A letter has been prepared by the committee to accompany the evaluations. They would like the library faculty to adhere closely to an adopted schedule and get an early start on that process this coming year. Related to the matter of the self evaluation, instead of discussing this matter in the current faculty meeting, the committee desires to mail the faculty some forms. The committee has developed a joint arrangement.
with the Director concerning the self evaluations and the committee to speak for him in his absence or in the absence of a written document. The committee asks that we wait to vote on this matter, especially since it concerns the Faculty Handbook, until the February Library Faculty Meeting.

b. Library Advisory Board: The board has met. They discussed the food and drink issue, but since the administration is responding to this they decided to make no additional comments. The DC Library School course selected was the course in Library Administration. The Library Advisory Board was also looking into staff development problems and should be sending a memo to the faculty concerning that matter.

c. Nominations Committee: In its report the committee wished to thank those who were willing to run on the FFC’s Ad Hoc Committee on Faculty Evaluations. Five people who have accepted are

Lois Calvert: current/past member of the FFC
Arne Arneson: current/past member of the FFC
Susan Anthes
Skip Hamilton
Carol Krisman

Nominations from the floor included Carol Klemme and Kyras Menkick. Ms. Klemme declined because of lack of time, Ms. Menkick accepted.
The election will be conducted by mail.

d. Sabbatical Committee: It was reported by the committee that they have sent their recommendations for 1982/83 sabbaticals to the Director’s office. Three people applied and their recommendations received favorable comment. Everyone who was eligible and applied was recommended.

e. The Travel Committee did not have a report.

2. Mr. Lobe encouraged any member of the Library Faculty to volunteer to teach B1b 301.

3. There was a discussion concerning the advisability of holding a January Faculty meeting. After ascertaining those would probably be attending it was decided that the meeting would be held.