I. Recruitment Update: There are five Library positions that have current search committees formed. The committees are meeting. The positions are Faculty Director for Cataloging, Government Document's Reference Position, Reference's position for Art, the Assistant to the Dean, and Science's Reference position.

Applications for the Assistant to the Dean position are due during the month of November.

II. Approval of Minutes: The minutes for the Faculty Meeting of October 2, 2003 were approved unanimously.

III. Unfinished Business: None

IV. New Business: Thea Lindquist speaking for the Elections committee was ready to present a motion concerning the Library Faculty Secretary. The motion addressed the concern as to whether the Secretary should be eligible to serve simultaneously as chair of other standing Library Faculty Committees while also serving as the Secretary. After some initial discussion, however, Thea in behalf of the committee substituted the following as a motion:

The Elections Committee moves that the following sentence be added as Part 7 in the University Libraries Faculty Handbook, Constitution and Bylaws, Article IV - Officers, Section II - Secretary.

The Library Faculty Secretary may not serve as a chair of a Library Faculty Committee other than the Committee of Chairs.

The wording was accepted unanimously. Since this is part of the Library Faculty's Constitution and By-laws, the motion will be presented as Unfinished Business at the December 2003 Faculty Meeting.

V. Committee Reports:

1. **FPC** - Deborah Hollis reported for the committee. On Friday, November 21st, there will be an all Faculty meeting held in N410 from 2:00 pm to 4:00 pm hosted by the FPC. At that meeting there will be a discussion of the Annual Merit Review and the Career Merit Score. There will be a Question and Answer portion of the meeting. Scott Seaman will be the Library Administration representative.

On Monday, November 24th, the documentation for the Career Merit score will be due to Roberta Brown-Jones in Administrative Services.

Three members of the FPC will complete their terms of office in December 2003. Deborah Hollis reminded the faculty of the need for individuals to volunteer to stand for election to the committee.

2. **Faculty Support** - No Report

3. **Promotion and Reappointment Committee**: David Fägerstrom reported for the committee. The committee has completed its work. Dossiers and documents have been forwarded to the appropriate offices.
4. **Tenure Committee** - No report.

5. **Elections Committee**: Thea Lindquist reported for the committee. There was a call for nominations for next year's vacancies for the Library Faculty committees. One can nominate them self or another member of the Library Faculty. If nominating someone else, please obtain their approval before submitting their names to the Elections Committee.

6. **Awards Committee** - No report.

7. **Committee of Chairs** - No report.

8. **Appeals Committee** - No report.

9. **Other Library Committees and Task Forces**
   a. **Faculty / Staff Development Committee**: Jennifer Knievel reported for the committee. The committee has developed a number of future sessions. The precise topics and the nature of the sessions can be found at the following website: [http://libnet.colorado.edu/fsdc/](http://libnet.colorado.edu/fsdc/)

   b. **Web Advisory Committee (WAC)**. Keith Gresham reported for the committee. The Web Redesign Task Force has completed its work and has submitted its report and designs to the full committee. WAC is now in the process of soliciting independent consultations of the Task Force's work. After evaluating the opinions of the consultants, WAC will work with their conclusions and then come to the Library Faculty and Staff for their input.

   c. **Library Advisory Board (LAB)**. Paul Moeller reported for the Board. The Fall All-Library meeting will be on Monday, November 17, in room N410. Liquid refreshments will be available at 9:00 am and the meeting will commence at 9:30 am.

   d. **Recruitment to the Profession Taskforce**. Charlene reported for the Task Force. Responding to an invitation from the Graduate Teaching Excellence Program, she and Sean Knowlton will be making a presentation to the University's foreign language graduate students on November 10, 2003.

VI. Administrative Reports:  
Dean Williams commended the excellent work on the University of Colorado at Boulder Libraries’ "Electronic Resources" newsletter that Deborah created, with Yem's "terrific" assistance. He commented on the fact that he had received many positive responses from the faculty about it, and, thus, wished to thank the entire faculty who wrote articles or helped with it.

VII. Announcements:  
**University Committees** - No Report

**Other** - Skip Hamilton reminded the faculty of the work of the University Benefits Advisory Board, (UBAB). In light of complaints about the new health insurance plan, it was recognized that the increase in costs was kept to a minimum by the work of this committee. Members of the University Faculty and Staff serve on this group. In particular the past work of Martha Jo Sani and Linda Vosburgh was recognized. It was suggested that members of the faculty could serve on this committee if they so desired.

VIII. The meeting adjourned at 9:33 am.

Respectfully Submitted  
Skip Hamilton  
November 19, 2003