LIBRARIES FACULTY MEETING MINUTES
May 6, 2004


Skip Hamilton called the meeting to order.

I. Recruitment Update – Scott Seaman
   A. Electronic Government Information Librarian – applications are in, the committee will be meeting soon.
   B. Assistant to the Dean – applications are due in two weeks.
   C. Faculty Director of Cataloging Dept. – search in process of being restarted
   D. Head of Monographic Cataloging Unit – search in process of being restarted

II. Approval of minutes. No corrections. Minutes of April 1 meeting approved.

III. Unfinished Business. None.

IV. New Business – Janet brought to the faculty’s attention that Appendix V.D.8.2 in the Faculty Handbook for the Research Discussion Group was never voted on to be inserted in the Handbook. She proposed that we either vote to have it in the Handbook or delete it. After discussion, it was decided that since the information is useful and already appears online on the Faculty Support Committee web page, that it should be deleted from the Handbook. It was also decided that Janet’s other suggested options for formalizing the Research Discussion Group as an “interest group” or subcommittee of an existing committee were thus not necessary. The Research Discussion Group will remain an informal gathering, and suggestions for useful resources may be sent to the Faculty Support Committee for their web page.

V. Committee Reports
   A. Faculty Personnel-Debbie Hollis. They are meeting to discuss salary equity
   B. Faculty Support-no report
   C. Promotion and Reappointment-David Fägerstrom. Letters have gone out to 5 faculty
   D. Tenure-Scott Seaman. Thirteen faculty are up for reappointment this coming year; letters will go out in May, meetings with individuals will begin in July. Reminder that the open session next Tues. is on Vita preparation—advance questions should be sent to Debbie Hollis
   E. Elections-no report
   F. Awards-Katie Lage. Recipient of the Ellsworth Award has been chosen; thanks to all who sent in nominations
   G. Committee of Chairs-no report
   H. Appeals Committee-Charlene Kellsey. Has met to discuss three cases; letters have been sent to the individuals appealing
   I. Other Library Committees and Task Forces
      1. Faculty/Staff Development-Peggy Jobe. The database series continues to be well-attended
      2. Web Advisory Committee-Chris Cronin. Met yesterday; will be sending a note to the Norlin list about training on the new format at the end of May for people responsible for their department’s web page. Membership on the committee has changed; current members are: Xue and Hayworth, co-chairs (because they will each be on leave for part of the coming year), Cronin, Lage, Wicht, S. Williams, Cynthia Hardey (Acq. staff); permanent ex-officio members: Gresham, Culshaw, Fong, Callahan, Dziadecki.
      3. Library Advisory Board-no report
4. **Recruitment to the Profession Task Force**—Becky Imamoto. Thanks everyone for filling out the retention survey; they may put the results out on the faculty list.

VI. Administrative Reports
James Williams. No firm budget news yet. The University has lost 400 out-of-state students already and it continues to drop; this has budget implications of over $8 million. We did get enterprise status but the governor can still veto tuition increases. The students passed the capital construction fee; top priority projects would be the Law School, Atlas building, Business School and IT infrastructure, all of which would affect the Libraries. Jim and Susan have had preliminary discussions about the materials budget; feeling seems to be to save serials, but can’t make any plans until budget figures are known. No word on raises until budget is known; Jim should have information on the budget by the next faculty meeting in June.

LIBQUAL survey got a 15% response rate (compared to 9% last time); graduate students were the largest group to respond; there are 50 pages of interesting comments which Susan will make available in her office if you want to see them. Most criticisms centered around the building and hours. Respondents seemed to be happy to be asked what they think. Nancy Carter will write the summary which will be put up on the website.

VII. Announcements
A. University Committees—David Fägerstrom, BFA. An interesting proposal for reform of the athletic department was passed by the BFA Executive Committee and will be presented to the full BFA.

   Skip Hamilton has been elected to EPUS again. One current issue is a proposal to require security clearances for anyone who has access to information systems on campus.

B. Other- There will be a faculty meeting June 3, but no faculty meeting July 1 since it is right after ALA.

VIII. Meeting adjourned at 9:55

Respectfully submitted,

Charlene Kellsey