Libraries Faculty Meeting Minutes
October 7, 2004

Present: Jobe, Byrne, Gerke, Larsen, Anthes, Cronin, Long, Knievel, Imamoto, Parker, Ferris, Hayworth, Kellsey, D’Avis, Hollis, Lundy, Holmes, Krismann, Greenman, Morris, Visser, Moeller, Fägerstrom, S. Williams, J. Williams, Lage, Hamilton, Swan Hill.

Tim Byrne introduced Jennie Gerke.

Agenda

I. Recruitment Update

1. The Libraries’ recruitment plan has been approved and positions to be opened have been identified. There are two positions in Technical Services and two in Public Services: head of cataloging, head of monographic cataloging, a librarian in Reference, and a librarian in Engineering.

II. Approval of Minutes: With minor corrections, the minutes of the September 2\textsuperscript{nd} meeting were approved.

III. Unfinished Business

1. Faculty minutes digitization project – Anna Ferris

   a. Ferris demonstrated the experimental Faculty Minutes Archives Web site she and Long created. She commended Long for her work on the database. They began by digitizing minutes going back 10 years, to 1994. The database consists of searchable records that include title, description, data, full text, and a link to an html version of the digitized minutes. The full text of the minutes is searchable. Ferris and Long wondered if PDF or html format was preferred. This question was not answered. There will be a link from the Libraries’ Web pages to the archive.

   There was discussion about the possibility of including minutes from other meetings, such as departmental meetings. This is possible. Jobe commented that we should consider what information we make public and should consider making some minutes accessible only to Libraries faculty and staff. Hayworth reported that WAC discussed the Libraries’ intranet at the last meeting and faculty meeting minutes were mentioned as something that would be better placed on an intranet rather than on the ucb libraries Web site. Hamilton reminded the faculty that Ferris had completed her charge by creating the archive and the discussion about what information to make public was a separate issue.

   Swan Hill recommended that the archive not be limited to the last 10 years, but should include all faculty meeting minutes that we have.

   Morris recommended that the paper copies should not be discarded upon completion of this project, but should be archived or filmed.

   The faculty commended Ferris and Long for their work on the archive.

IV. New Business: none

V. Committee Reports

1. Faculty Personnel: no report


   Long read the summary report of the “University Libraries Financial Support for Faculty Scholarly Activities for the Fiscal Year 2003-2004.” The summary report and spreadsheet were previously distributed over email.

   Long clarified that the number of meetings attended by faculty included all those that were
reported to Rhonda, whether individual faculty travel funds, other Libraries’ monies, or outside funds were used. The faculty discussed the need to keep track of all meetings attended by faculty and the monies spent. Dean Williams concurred.

The faculty unanimously approved a motion to ask the Faculty Support Committee to investigate and report on ways that we can keep track of all meetings attended by Libraries faculty and the funding.

Greenman reported on upcoming workshops and grant opportunities. There are a number of grant writing workshops offered in both the humanities and science. She reminded us of the Big 12 and IMPART (Implementation of Multicultural Perspectives and Approaches in Research and Teaching) Faculty Fellowship awards. Hollis noted that she is on the reviewing committee for Big 12 and IMPART fellowships and would be happy to look over proposals from Library faculty prior to submission (she recuses herself from decisions on submissions from Library faculty). Congratulations to Visser and Morris as past recipients of Big Twelve Faculty Fellowships.

3. Promotion and Reappointment: All of the paperwork has been turned in. Committee will review and make recommendations by the end of the month.

4. Tenure: All PUECs have formed and most of the paperwork has been turned in. The PUECs are beginning to meet. There are a lot of reviews up this time around.

5. Elections: no report

6. Awards: no report

7. Committee of Chairs: no report

8. Appeals Committee: no report

9. Other Library Committees and Task Forces
   a. Faculty/Staff Development: Kellsey is going to give a presentation on how to write a good lit review at the end of October. Look at the online calendar for future events.
   b. Web Advisory Committee: no report
   c. Library Advisory Board: The All Libraries meeting went well and was well-attended.
   d. Recruitment to the Profession Task Force:
      1. Report: The committee is working on exhibit next to coffee shop that will be up today or tomorrow.
      2. Internship report: The deadline for applications to the Provost’s Fellowship has been extended to Nov. 15. Parker created flyer to be posted around campus and in the library. There will be poster-sized flyers up at the UMC, by the exhibit, and near the library entrance. They have also created a Web site that is advertised on the flyer, in the Buff Bulletin, and under “What’s New” on the Library home page.
   e. Assessment Committee: not discussed.

VI. Administrative Reports:

Dean Williams reported that there is no news on when the Library will get its budget allocation. He thinks we may hear after the University finishes the census for this year. He discussed with the Provost the effect that a 2.2% increase would have on the materials budget. There would be a net loss of 6% (due to inflation) on our $6 million budget and we would need to start cutting serials.

Dean Williams also voiced his support to the Provost for charging public users to check out library materials and stipulated that the money would go back into the materials budget. (Resources used in the library are not affected by this proposal.) The Provost will take this
back to the Chancellor. Dean Williams reported that the University’s performance contract with the state needs to be signed by July 1 in order to get the 7% of the budget that comes from the state. There is some discussion about the University’s core curriculum. The Governor has said that if we can agree on a contract he will not cut the higher education budget (vouchers) for next year.

Dean Williams stated that faculty recruitments should move forward and that he would like to have some positions filled by the beginning of the next fiscal year.

VII. Announcements
1. University Committees
   Hamilton reported on the EPUS Committee (Education Policy and University Standards, a system-wide faculty council committee). The Committee discussed why library databases are limited to specific campuses and ways to make them accessible system-wide. That report now will go to the budget committee of the system-wide faculty council, and Barrier Busters, the University Vice President’s committee to break down barriers between campuses.

   Barrier Busters: V.P. office committee to break down barriers between campuses

2. Other: none

VIII. Adjourn

Respectfully submitted by Katie Lage.