

**UIC Library Steering Committee
Meeting of July 10, 2002
9:00 AM - LIB B-466
Minutes**

Recorder: Hurd

Timekeeper: Daugherty

Present: Austin, Bangalore, Bloss, Daugherty, Dorsch (by phone), Graves, Hollander (by phone), Hurd, Jacobson, John, Lagana, Lambrecht (Convener), Malinowsky, Naru, Pifalo (by phone), Scherrer, Shuler

Guest: Courtney Greene

1. The minutes of the meeting of June 26 were approved.
2. Announcements: Units are engaged in cutting hours for the intersession and fall semester. Each unit will try to cut at least 5 hours during low use times to free up student assistants for other service-related activities.
3. Discussion of ErgoDocs task force report: The report was distributed and summarized briefly by JS. Documents reference will move from the 3rd to the 2nd floor August 1. Operational issues are being resolved, and cross-training of staff is underway. Technical processing and circulation activities are also being reconfigured to address the ergonomic issues that 3rd floor workstations present. All present were asked to read the full report carefully raising any questions or concerns electronically by Friday at 1:00 PM.
4. Budget: The final figure for the library budget cut is \$1.1 million. One coping strategy would take most of this from the book budget because that will be most likely to be restored, possibly thru ICR funding. An alternative strategy would have a major impact on the equipment budget. NJ hopes to provide faculty development funds for both tenure-track and clinical faculty.

5. Hiring and Promotion: The hiring freeze has been lifted, but new hires must be approved at the Vice-Chancellor level. The Executive Committee will discuss issues related to filling faculty vacancies. We will begin by filling two - three critical civil service vacancies, most likely in A&A, Circulation, and LHS Technical Services. The second round of bumping of support staff begins July 22; staff in the administrative office are especially vulnerable so NJ will be looking for open library positions suitable for any administrative office staff who might be bumped. LTA positions are safer although funds to support them are scarce. JL observed that three cataloging promotions took 3 months to effect. Next year we anticipate a flat budget with self-funded raises.

6. Temporary administrative stipends were described and discussed. These are salary increments that are not part of an individual's base pay and do not appear in the "grey book." These stipends are permitted by the campus in special circumstances to compensate faculty who take on additional administrative duties that involve significant time demands as well as duties that fall outside the individual's original responsibilities; there is typically a management/supervisory component as well. Such a stipend might be offered to a current faculty member in the Reference Department who would agree to assume additional duties as Coordinator of Bibliographic Instruction.

7. LibQUAL report: Courtney Greene used radar graphs to summarize the returns from the UIC LibQUAL survey of users conducted during spring semester. In general, the library was well-regarded with respect to service, but judged wanting in collections and facilities. The task force will write a summary report for in-house use. Discussion centered on "low-hanging fruit" – desired changes that might be easily/inexpensively implemented:

Lighting

Website redesign

Additional e-journal titles (Cell Press, HighWire)

Bookbag searching
Items not on shelf
Noise (Daley)
Furniture
Computers used for games and e-mail

The April 2002 issue of the ARL Bimonthly Report has a useful summary of the LibQUAL project that provides a context for interpreting our own findings.

(<http://www.arl.org/newsltr/221/index.html>)

The Steering Committee wishes to recognize the contributions of the LibQUAL Task Force and the leadership of Courtney Greene in this initiative.

8. Math Library: Important materials need to be relocated before the library can be closed. Hours will be cut to half during the upcoming intersession and fall semester. The goal is to close completely by December.

9. Deadlines were reviewed and readjusted. The fiscal year rollover is problematic in Voyager; AB will arrange a conference call with Endeavor and ILCSO to discuss questions and issues ASAP. Universal borrowing will "go live" with very little opportunity to test it; staff involved in Voyager implementation testing will be asked to participate. The move to the new version of Voyager will require new clients to be installed on all workstation "soon but not too soon," should additional changes be made in them. E-reserves on the Hyperion server need to be linked to Voyager reserve module records; this appears to be a technical issue but resolvable.

10. Future meeting dates:

July 31

August 14

September 4

All meetings are 9:00 – 10:30 AM, LIB B-466, 312-413-2001