

STEERING COMMITTEE

Minutes of the meeting: November 1, 2006

Present: D. Blecic, J. Canlas (recorder), M. Case, R. Daugherty, J. Dorsch, K. Ein, D. Enoch, J. Fiscella, J. Lambrecht (convener), F. Logan, L. Naru, V. Pifalo, E. Schellhause, C. Scherrer, J. Shuler, L. Wallis (guest), A. Weller,

Announcements: Schuitema at CARLI.; Laura Castillo will be joining group starting next meeting.

Minutes of Oct. 4, 2006, meeting approved.

Web Oversight Committee update and blogs proposal

Shuler summarized WOC's activities thus far, including user and staff surveys. As result, Library will partner with ACCC to implement content management system to simplify Web site maintenance and unify appearance. ACCC will house and maintain server. WOC has identified four potential CM systems, and in spring will begin reviewing systems to identify best candidate. WOC hopes to have a clearer timeline of implementation by summer '07. WOC also suggests inclusion of intranet as part of new system, to serve as internal communication mechanism. Beginning in January, WOC plans to convene larger group to review CMS, including representatives from reference, LHS, circulation and special collections. Committee to examine blog proposal and discuss at later meeting.

Library Policy Task Force report

Group discussed document according to three different categories:

- Content: Separate, more detailed computer use policy will be prepared, including copyright component .
- Organization and presentation: In general, language of document to be "softened." Online presentation will include table of contents and section addressing confidentiality of user registration information. Brochures detailing policy will be made available for patrons.
- Enforcement/training: Case summarized recent discussion with UIC Police Commander Peters on enforcement. Most viable option seemed to appoint select security "contact people" among library staff for other employees to alert in event of inappropriate behavior and who are responsible for contacting UIC Police if necessary. Committee further discussed alternatives and examples among library community. Senior staff will examine options and come to decision.

Strategic plan reports

Postponed.

Student hours allocations, Web-time entry for students, all-staff meeting agenda, tasks for employees with physical restrictions

- Student hours: Lambrecht included on reverse side of agenda.

- Web-time entry: Daugherty in favor of WTE, but concerned about implementation. Circulation staff now tracking time spent approving hours within department. Ein noted that system may be implemented by department. Business Office would conduct training for new system.
- All-staff meeting (Lambrecht): Suggestions for agenda items should be submitted to Case.
- Employees with physical restrictions (Lambrecht): Cases have arisen among staff, and Administration is happy to try to consider how to help those in departments find appropriate work.