

STEERING COMMITTEE

Minutes of the meeting of March 7, 2007

Present: D. Blecic, M. Case, L. Castillo, R. Daugherty, J. Dorsch (by phone), K. Ein, D. Enoch, J. Fiscella, E. Guss, R. Holst, J. Lambrecht, F. Logan, L. Naru, V. Pifalo (by phone), E. Schellhause, C. Scherrer, J. Schuitema, J. Shuler, M. Shultz (by phone)

There are further corrections to the minutes of the February 7 meeting. Steering members will review these minutes again before the April meeting.

Lambrecht noted that this is Pifalo's last Steering meeting because of her retirement; M. Shultz, interim librarian at LHS-Urbana, will join the committee.

1. Budget presentation and strategic planning

On March 1, Case, Lambrecht, and Ein presented the Library's FY2008 budget request to Provost Tanner, Todd Van Neck, Frank Goldberg, and Russell Betts. The request included inflation for library materials, additional funds for strategic investments in library materials, salary increases, and new positions to fulfill goals in the strategic plan.

2. Work schedules for non-academic employees

Union (SEIU) rules set a standard 7.5-hour workday and 37.5-hour workweek (with two consecutive days off) for support staff. The Library does not have uniform work hours, since staff are scheduled to meet the needs of departments. It is the goal of the Library to handle requests for modified schedules in a manner that is fair and flexible while meeting departmental needs. Staff requesting deviations from 7.5-hour workday schedules (for example, requesting more than a one-hour block in the middle of the day to attend classes) are required to complete two forms that are on the Library Human Resources Web page: the modified work schedule form, which is submitted to the union; and the University Library flexible schedule, which is an internal form. The Library will no longer require employees to submit their class schedules in order to be granted a flexible schedule.

3. Updates

▪ Equipment requests to improve efficiency

Staff submitted requests for about \$66,000 worth of equipment, including scanners and printers. Six printers for public use have been ordered for Daley (3), LHS-Chicago (2), and Science (1). Lambrecht will gather some additional information on the other items prior to placing orders.

▪ Outcomes of meetings with student groups

As a result of student comments in meetings with representatives from the Undergraduate Student Government and the health sciences student group, the Library will extend hours at Daley (until 11:00 pm Sunday-Thursday) and LHS-Chicago (until 1:00 am Sunday-Thursday). Daley will hire a security guard to ensure a secure environment during the later hours.

The proposed Code of Conduct brief version is almost final. Steering should review this document and send comments to Case by March 13. The Code of Conduct will be posted in prominent public areas in the Daley Library and LHS-Chicago. The sites can decide how best to use this document in their locations.

Other student suggestions under consideration are using the Daley ELL as a computer lab when instruction sessions are not scheduled; designating student art space in Daley; and variations on Active Directory implementation.

- **Web Oversight Committee**

WOC meets in two weeks to discuss the roll out of the CMS/new Web site. Steering members emphasized the importance of a thorough staff information and training plan for the implementation of the new site.

Some staff still are confused about the Library's blog policy. WOC will compose and distribute to all staff a policy statement and guidance on how the policy should be implemented.

- **Learning Commons and cooperation with ACCC/ITL**

Fundraising efforts for the Daley Learning Commons continue. The goal for furnishing and equipping the ACCC/ITL lab in Daley is the end of spring semester.

4. Resurrection of quarterly council reports and project deadlines calendar

Lambrecht asked that the councils and other working groups that report directly to Steering (*e.g.*, WOC) send him lists of deadlines for projects in their realms of responsibility so that the calendar can be updated.

Other business

Daugherty distributed draft guidelines on damaged materials including fines and fees and information pieces designed to increase patrons' awareness of how to avoid damaging books; these were proposed by CircWorks and ASC. Steering members can send comments on the guidelines to CircWorks or ASC. This topic will be discussed at the April Steering meeting.

Case asked Daugherty, Fiscella, and Schuitema to develop a process to systematically replace books with the "missing" status in UICCAT.