Cabinet Minutes  
May 20, 2003  

Present: Allen, Bailey, Candido, Cantrell, Ganson, Jones, Juhl, Lennertz, Parsch, Rogers, Santos, Shrauger, Waligorski, Young  

Dean Allen opened the meeting by welcoming Phil Jones to the group.

Janet Parsch distributed attendance counts for employee development sessions held during the past year. She emphasized that all library employees should feel free to attend these sessions if it is at all possible given their schedule and the needs of their department. She remarked that there has been somewhat low attendance and asked the opinion of the group what factors might be involved in the low attendance besides scheduling problems.

Dean Allen wondered whether department heads have been sufficiently encouraging their employees and reminding them to attend these development sessions. Most thought that their employees are encouraged sufficiently but that either busy or conflicting schedules sometimes did not permit them to attend. Others pointed out that some session topics just did not interest employees, while others did, or that some staff didn’t think some sessions pertained sufficiently to them and their work. Some thought the sessions might be too frequent or that they might be interfering with other things that are happening in the library. There followed some discussion about the need for a central library staff calendar.

Dean Allen indicated that she and the library directors will put together a procedural plan for scheduling development sessions. Meanwhile, she asked that all supervisors be sure to encourage their staff to attend the sessions.

Anne Marie Candido provided guidelines for this year’s Annual Report. She emphasized the following:

- Keep in mind that the audience will be the public
- Avoid jargon and unexplained acronyms
- Provide detailed information to support observations or statistical trends
- Provide explanations to in support of data
- Use last year’s Annual Report as a model for narrative and personnel headings, kinds of information, etc.
- Provide same kinds of statistics you have in the past

Candido said she would follow up these guidelines with an e-mail memorandum that will include deadlines for submission of statistics and the narrative.

Mary Walker mentioned that 3,554 cataloging records have been loaded from IEEE proceedings.
Bailey reminded those present that LRC will close on May 30 and that arrangements are being made for the move. Volumes earmarked by subject selectors for the independent LRC collection in Mullins will be set aside on Level Three. Other materials will be integrated into the general collections in Mullins. A sizeable number of videos will be placed in AV. Reserve materials will be placed in Circulation reserves. Some materials will go to off-site storage. The LRC code will be maintained in the cataloging records for those volumes housed on Level Three. Dean Allen mentioned that she will be talking with education faculty about possibly eventually integrating the juvenile collection with the collection in the Public Library.

Allen reported that the regular library budget for the coming year is a flat one, and there will be no increases as a result of the poor condition of the state budget. Raises will not be given this year but could possibly be given in January—possibly in the percentage range of 2.7 percent.

Allen announced that the Walton money earmarked for the library has been received, including the $5 million for upgrade of the collections. This latter sum will be spent over a period of two years.

The admin group will put forth a proposal regarding the strategic plan for next year. A number of the strategic coordinating committees may be disbanded since their work is ongoing and has now integrated into the normal flow of library operations.

Young announced that a newly revised faculty study policy has been approved without changes by the Faculty Senate at their last meeting on May 9. The policy will be posted soon on the library Web site.