



Librarians' Meeting August 31, 2006

Present: M.Aldrich, C.Huff, C.Goodson, C.Carroll, Y.Alberg, S.Lankford, B.Griffies, J.Ruskell, M.J.Rootes, S.Smith, L.Flanders, M.McManus, D.Fulkerson

Absent:

Lorene extended a welcome to Mary Jane Rootes, joining the staff as an Assistant Professor.

Minutes of the previous meeting were approved as submitted.

Announcements:

- Reminder of the afternoon budget meeting with Department Chairs and Department Liaisons.
- Please give donations for the GLA scholarship raffle to Charla by next Wednesday, September 6.
- Michael will be the recipient of the McJenkin-Rheay Award at GaCOMO.
- Victoria Gunther will join the library September 1 as the Coordinator for Proposal Development.

Updates:

Deans retreat: Lorene distributed handouts from the Dean's retreat. Main topics of discussion included barriers to meeting goals and budgets.

- The VPAA focus for the upcoming year include: 1) Customer Service initiative; 2) Retention, Progression, Graduation (RPG); 3) Identifying two or more business practices to save money; 4) Review of programs for "fit".
- VPAA goals include: 1) enrollment management; 2) General Education, ongoing 3) PR Committee - General University Matters, Academic Affairs, Town/Gown Activities.
- Focus for the year will be on Professional Development for Faculty and Staff, International Students, external funding and the first year programs.

Budget:

Susan asked everyone to review the standing order list, we are looking to cut possibly \$9,000 from this list. Also, begin looking where else to make cuts, look at all periodical titles. We began the year with an Acquisitions budget of \$525,000 and a promise of \$435,000 from the VPAA in "year end funding". The amount to forward fund was only \$200,000 with an additional \$75,00 to forward fund and return in FY'07. This left the library with a FY'07 operating budget of \$800,000 rather than the \$970,000 needed to meet the previous years spending.

Mark reported on personnel spending and showed that with increases in GRA spending and adjunct spending, the remaining amount in the Library Casual Labor account, as of 8/31/06, was \$830.00. In addition, there may be additional cuts as we increase salary levels on new hires, these differences may need to come from existing Casual Labor money.

Charla gave details of the Supply account for FY'06, indicating the increased spending to the Board of Regents for GALILEO services, \$76,822.79 in FY'06. A break down of supply costs in major categories illustrating the bulk of supply spending was in vital categories such as cataloging supplies, security, printer supplies, InterLibrary Loan charges, etc. The question of the phone charges, \$12,800 that Auxiliary Services has taken off of the beginning budget for the Library, was brought up. Once the phone system is paid for, will units be responsible for paying their bills again, and if so, will the money removed to pay for the system be returned to the units budgets.

PeopleSoft/Kronos:

Kronos is a system wide initiative meant to streamline the payroll/HR process. The system will include an electronic time clock and leave tracking. Hourly employees will not manually record time on a paper timecard. Hours worked will be logged on web based entries. This system is scheduled to be in place by the end of December, more information should be forthcoming. Also, October 9 is the start date to

implement online information to eliminate the paper payroll advice. This new initiative should be in place by November 30.

Faculty Senate:

The Library needs to replace Christy Stevens as Senator and member of the UAPC committee. Diane Fulkerson volunteered. There were no additional volunteers or nominations, Jan Ruskell moved to elect Diane. Diane was elected unanimously. Jan nominated Mary Jane Rootes to replace Diane on the AP&P. Mary Jane's election was unanimously approved.

Conflict Resolution Workshop:

Anyone in a supervisory role must attend one of the scheduled workshops. Those who must go need to register for a session by contacting Denise Overfield.

Promotion Committee:

Committees for Chris Huff promotion:

Departmental Committee will be composed of Yumi Alberg, Susan Smith, Betsy Griffies.

Library Wide Committee: Diane Fulkerson, Carol Goodson, Jan Ruskell.

The committees were approved as stated.

The Director calls the initial meetings for the committees to elect their chair.

Unattended children in the library: Please review policy and contact public safety if there are any problems.

Visual Lab: Shirley to call Ann Phillips regarding room assistance as there have been questions and requests for help at the reference desk.

LPs, Klee books, Law books: We need to determine a schedule to move these items from conference rooms.

Vista on public computers: if there are any problems, please report them to Systems.