

Library Faculty Meeting Minutes 10/25/05

Gisele Schierhorst (GS) called the meeting to order at 10:05am.

Agenda:

- 1) Committee Reports (Executive, A&P, Library Services)
- 2) Library Director's Report
- 3) Review of changes made to the Library Faculty's Personnel Policy and Procedures (the A&P Committee will send the revised version to library faculty in the next few days);
- 4) Results of vote concerning revisions made to the Library's bylaws;
- 5) Proposal for junior faculty sabbaticals;
- 6) Library Faculty Committee election results (a call for nominations will appear under separate cover).

Approval of the Minutes from the May 2005 Faculty Meeting

- Chris Filstrup (CF) explained that release time for librarians/junior faculty (#6) is not practiced across the campus. The Social Sciences, Art and Humanities do have release time but the Sciences do not. This information is to be added to the minutes from the last meeting
- Jason Torre motioned to approve minutes with amendments. Janet Clarke seconded the motion.

Committee Reports

Executive Committee

Reported by Gisele Schierhorst, Chair

The Executive Committee has not met in person but has corresponded by email on some issues.

Appointment and Promotion Committee

Reported by Dennis Andersen, Chair

The committee has been involved with many interviews including the Visiting Reference Librarian, Electronic Resources Librarian, and Acquisitions Librarian. The committee has also worked on 2 term appointments as well as discretionary funds.

Library Services Committee

Reported by Dana Antonucci-Durgan, Co-Chair

The Library Services Committee accomplished the following since the last Faculty Meeting in May.

- An interest survey was distributed to all Library staff to help plan future Library Forums. The survey results indicated the following are topics of interest to many

staff: library security, outside campus speakers, talks by campus Deans, sharing good points of libraries visited, and blogging.

- A forum on Travel Reports was held on May 26th. The following staff presented: Cynthia Dietz, Elaine Hoffman, Godlind Johnson, Kristen Nyitray, Donna Sammis and Jason Torre.
- On Sept.29, a Library Forum on how to “Managing Multiple Priorities” was led by Maria Jackson of Human Resources
- A forum on Travel Reports was held on October 13th. The following staff presented: Barbara Brand, Janet Clarke, Cynthia Dietz, Chris Filstrup, Godlind Johnson, Min Huei Lu, Kristen Nyitray and Donna Sammis.
- A “Mind and Spirits” event is planned for Thursday, December 8th. Dan Kinney will present a lecture-recital on the 1854 Henry Erben tracker organ at All Souls Episcopal Church, Stony Brook.

Senate Committee Reports

Graduate Council – Reported by Godlind Johnson
Reviewed BA/MA combined degree programs.

Computing and Communications- Reported by Jason Torre
The campus is looking to obtain a campus-wide site license to anti- plagiarism software.

Library Promotion & Tenure Committee- Reported by Gisele Schierhorst, Chair
One file will be going to the PTC.

Academic Planning and Resource Allocation (CAPRA) Reported by Aimee De Chambeau
The University is looking to establish a Journalism degree program or college.

Library Services

Chris Filstrup- At the meeting, we asked to include library resources in the discussion of new programs.

Director’s Report

Searches- There are many searches going on and some problems

- 1) Rating Sheets- The numbers need to match who the search committee wants to come in. Germaine will not fix this; the sheets will be handed back.
- 2) Relationship of the search committee to the supervisor. Search committee does the selection. The Supervisor gets involved at the time of the interview. If there are differences, they need to be worked out before going to Chris and Germaine.

Discussion on the webmaster position- We have been without a webmaster for 1 year. We need to hire someone who can bring in web skills regardless of an MLS. If the search is not successful this time, we will drop the MLS requirement.

We are hiring a Library Instruction/Computer Science Librarian and a Business Librarian. We may have a hiring freeze- if everyone is hired and stays something will have to give.

Budget- the Provost has not given us inflation. We are, however, spending it [inflationary money]. Provost says that it is OK. We are having a liaison lunch in November and FAHSS (Fine Arts, Humanities and Social Sciences) faculty need to help us get funds for the book budget. Science faculty need to know that we will have to cut ½ million dollars if we do not get inflation. Provost is worried about high utilities bill.

Campus is purchasing the land at Southampton College. Dan, Kristen, Sherry and Chris went to visit the site. Marine Science will be taught there. The Library is not finished- need 3.5 million to finish. The Library would be a good place for an information commons. Chris wants the top funding priorities to be to finish the library, staffing, materials, space and electronic resources issues.

Re: Salary limitations- Chris clarified that we can afford to pay for the staff we have. If we have normal turnover then it is OK. Some salaries will be lapsing and the Provost knows we need these positions. We pay for computers with lapsed salaries.

Germaine Hoynos- We purchased computers throughout the year instead of at the end of the year with the lapsed salaries monies.

Chris- This also has an impact on the serials budget. New hires are not in danger. We have some funds due to late start dates.

Helene Volat- Is there money to redo the 4th floor?

Chris- This has been given to Maria to pay. We cannot commit funds to do this; Provost gets approximately \$1 million for projects. We put in a request to finish Circulation and photocopiers. The photocopiers are coming off contract. We are not breaking even with photocopy services- we need to push people to scan rather than photocopy.

Susan Werner (Health Sciences Center Library)

HSL is gearing up for Mini-Med Scholl this week. HSL received the President's Team Achievement Award. [The HSL newsletter was handed out]

University Libraries Promotion and Tenure Procedures

Gisele- A&P Committee to present the changes to the Library Promotion and Tenure Document.

Helene Volat to lead off the discussion. Susan Werner will communicate changes to the HSL faculty. The Library Senate PTC will need to vote on the changes.

Helene-The last document dealing with Promotion and Tenure was done in 1991. A&P, over several months, revised the document. A&P and the Junior Faculty members suggested revisions and consulted different units. We tried to make the document consistent with the rest of campus while keeping the identity of librarians.

John Andrus did the editorial work and the preserving of all changes to the document.

John Andrus- We received input from Junior Faculty.

Concerns of Junior Faculty:

- 1) Outdated materials
- 2) The lack of transparency – all did not receive the information.

- 3) A&P's role in Appointment, Promotion and discretionary increases.
- 4) Who is responsible for deadlines on promotion and tenure issues?

12 pages of the document have the major changes on them.

Revisions:

Page 3

Large cut 1.1c- Scholarly ability

1.1b- Phrase "Constitutes ..." was added

Page 6

2.1.1 Changed Director to Director's Office

Jason- Spread out the initiation process. Chris still has to send the file on to the Provost.

Janet- This differs from the director having direct input.

Germaine explained she can facilitate the process but Chris ultimately signs off.

Chris- He does not initiate the file. He just looks over the file. The responsibility for initiating lies with the candidate and the mentoring committee.

RE: Trigger letter for process?

Germaine- An informal letter is sent to the library faculty member at the time of appointment. The faculty member needs to keep track of the tenure process. Official letters come from the Provost.

2.1.3

Add condition" request for ... 3 months before submission deadline" Gives the director time to look at the documents and avoid possible delays

Aimee- Was it decided whether we would use Dean or Director? Role as Dean is supervising faculty.

Change in the document to read Dean?

Global Changes in the document

Department in the document needs to be explained.

Changes made to how the University is referred to.

2.1.5 "Dept. does not approve" - Changed to "if supervisor does not encourage"

Chris- If supervisor does not encourage, who will the candidate contact to appeal?

John A. - Appeal to the library faculty as a whole.

In case of a negative review, the candidate can go to the University PTC then the Provost and to President for final decision.

Chris questioned what the procedure is in other academic departments.

2.2 Part 2- F added "statement from A&P "

2.2.5 Deleted

Nathan explained that tenure and promotion come up at the same time. A&P has 2 ballots. One for promotion and one for tenure.

2.4.3.4 Biographic File “Personal Statement”
Change goals to philosophy/vision

2.5 Evaluation

2.5.2 was deleted

Germaine- HSL librarians need to be included in the discussion. The document should go to the HSL then back to use to see the revisions and then back to the Senate.

Appendix 1

I – Board of Trustees and UUP documents are online. Library bylaws and this document should be placed on the web and shared file.

II b- order of c & d reversed.

IIg is new

III Workshops arranged by Germaine in consultation with A&P

Appendix IV- Sample Bibliography

Included Electronic publication.

Appendix VI.

Section D- Redrafting.

Chris suggested design and contributions to web pages and content and library instruction in all formats should be included.

Paul to write a paragraph about web-related contributions.

Appendix VIII Guidelines for Application of Criteria for Promotion to Specific Ranks

Section “General”- redrafted

The revised document will be sent to HSL. The Faculty agreed to finish the comments at another meeting and look over the document.

Another meeting will be called to finish the discussion on the PTP document and finish the remainder of the items on the agenda.

Respectively Submitted,
Dana Antonucci-Durgan