

IUPUI University Libraries Faculty Organization

Minutes of January 25, 2001
UL 1126

Present: P. Boruff-Jones, F. Huehls, D. Lewis, M. Stanley, J. Harmon, J. Baldwin, P. McWilliams, K. Petsche, B. Burk, D. Hoyt, B. Orme, M. Bay, M. Fiander, M. McCormick, V. Goodwin, R. Stocker.

Minutes for meeting of November 3, 2000 were approved.

Announcements:

Lewis: Changes in the library organizational structure will be announced on February 2nd (Groundhog Day).

The financial outlook for the library is not promising. Assuming an across the board base increase of 3%, the University Library will need an additional base increase of \$375,000 to maintain its current program. "Manageable" program reductions will require a base increase of \$200,000 above an across the board 3% increase. Cuts are likely in serials, liberal arts, and School of Education materials. Full impact of whatever happens with the budget will probably not be fully felt until this summer.

Decisions will be made about what positions will be filled within a couple of weeks. (Positions in education and cataloging are vacant, Marie Wright is expected to retire, Brenda Burk's position moving to UL budget from Center on Philanthropy.) Searches will need to start soon in order to have them filled for Fall.

Shelley Phipps from the University of Arizona will be coming to the May organizational meetings. She has expertise in team organization.

Harmon: IUCAT still needs lots of cleanup. Fortunately, the system is fairly stable. We should expect backlogs in the work flow.

Fiander: The virtual reference software is coming soon; will arrange demos.

Goodwin: Acquisitions module is coming up slowly; orders for materials are welcome.

Baldwin: Indiana State library representatives are coming to look at our approval plan.

Committee reports

By-laws (Kevin Petsche) : no report

Nominating (Michelle Fiander) : There are still votes to collect for the IUPUI Faculty Council and for the University Faculty Council slate. Polly Boruff-Jones

thanked Michelle for taking care of the IUPUI FC and UFC nominations. There was a general discussion about the various faculty council bodies and where their representation comes from.

Professional development/Research/Service leave (Brenda Burk) : Provided copy of revisions in application dates for leaves. Committee suggestion was that all leaves must be applied for 6 weeks prior to when they are to begin.

During the general discussion, Dean Lewis pointed out that librarians are generally entitled to a half day each week for personal research and that one week leaves can be arranged with team leaders. If something with a short turn around time came up, an ad hoc arrangement for a 2 week leave could probably be made. The committee will email the document to all ULFO members for review.

Primary peer review, promotion, and tenure: no report (suggestion was made that the Bylaws committee take up the issue of shortening the committee name).

Ad hoc annual review working group (R. Halverson, R. Stocker, J. Baldwin, M. Fiander) : Results of the group discussion were distributed. There was a general discussion about the problems of evaluation of multiple team assignments, liaison responsibilities. Consensus was that it is too late to implement the suggestions for 2000. Dean Lewis requested that ULFO endorse points 1, 2, and 4:

- 1)The primary team leader is to write an evaluation focusing on a librarian's performance in the primary team area, professional development, and service.
- 2) The secondary team leader is to write a separate evaluation focusing on performance on the secondary team and (if applicable) professional development and service activities.
- 4) Only the primary team leaders are to complete "progress to tenure" forms; (this is changed from "Both the primary and secondary team leaders are to complete...")

There was general endorsement of these points (with the changes). Dean Lewis will send a corrected version of the policy to the ULFO members.

Other reports

Salary policy (reported by Mary Stanley) : Significant change was the addition of a merit rating for librarians : "Librarians will be informed of their merit ranking as part of the evaluation process. Library Management will set the final salary based on these ratings and would maintain the option of changing it as appropriate."

Dean Lewis said that the merit rating should be part of the process; may not be money available for merit increases this year. The consensus of those

present was that the merit rating should not go to Bloomington. Mary Stanley will send the document out to ULFO members with revised dates.

Electronic resources database (P. Boruff-Jones): The spreadsheet that has been used to keep track of electronic resource costs has become unwieldy. The information will be entered into an Access database. Entry of data should begin this month.

Meeting adjourned at 3:30 pm.