

Library Faculty Senate

Meeting Minutes 1997-06-04

The Spring semester meeting of the Full Library Senate was called to order by Chair Kris Anderson in the Kuykendall Auditorium. Two meetings, at 10:00am and 2:00pm, were held, with all Library staff invited to attend. Special speakers were Vicky Lebbin and John Haak. Copies of the handouts are appended to the original minutes on file with the Library Senate Executive Board.

Approximately 35 people attended the morning presentation and approximately 30 attended the afternoon presentation. The minutes from the January 1997 full senate meeting were approved. Chair Anderson stated that the Library Personnel Committee is working on a revision of the Policies & Procedures and there will be more information about this activity later in the summer. The summary which follows is based primarily on the morning session, with additional information from the afternoon session.

VICKY LEBBIN DISCUSSED RESULTS OF HER FALL 1996 "ORGANIZATIONAL COMMUNICATION ASSESSMENT"

See attached handouts (copy of original questionnaire, copy of Powerpoint presentation). Vicky reported findings based on 169 returned questionnaires (of 415 distributed) and interviews with 10% off the respondents. The category "other" in the results are due to the fact that some returned questionnaires did not have completed demographic information. Students felt they needed access to the information being sent out by email to "lib_ids". (Whereas those actually ON lib_ids wanted ability to determine which messages were important and delete based on descriptive subject lines.) An overall weakness reported by respondents was in the communication process. Staff felt that Library Administration tended to make decisions based on emotions rather than facts. Paraprofessional and students who responded said that they wanted to be evaluated more frequently.

QUESTIONS

Most students are located within departments and don't get a feel for the overall relationship to the organization as a whole. Should there be a library-wide student orientation to learn about the library? Yes - it would probably be very helpful for those students who are not just there for the money, esp. SLIS interns.

What's the follow-up to presenting the results to Library Administration and Department Heads? Vicky Lebbin is meeting with Department Heads, the Library is starting to develop a training program (one of the recommendations).

JOHN HAAK MADE THE FOLLOWING REMARKS

Questionnaires and studies such as Vicky Lebbin's are a way of asking questions and seeking improvement in an organization and is the trend nationwide. Follow-up to the study will include a more defined training program. Jean Ehrhorn and the Department Heads Group are working on it.

At the ARL meeting John recently attended, the issue of how to get more involvement in goal setting from Librarian and Civil Service employees was a widespread concern. John noted that this came up in Vicky's survey results and that he wants the staff to feel a part of the enterprise and that Library Administration is responsive to them and will be following up on this concern.

Legislature

The University was well treated by the past Legislature. The cut of 1.5% in the appropriations budget request was minor compared to cuts made to budgets of other state agencies. 200 million dollars in capital construction for the University was funded and requirements related to bid contracts were relaxed (formal advertised bid process now required for \$25,000 purchases not \$10,000). The University does not yet know what the Governor will do about the Legislative appropriation. Vice President Carol Eastman says that the University will probably know what the Governor might restrict sometime after July 15. President Mortimer says that there may be a 5% budget restriction.

The bill to abolish all special funds which came out of the Senate Ways & Means Committee targeted Library funds (including the UHCARL, Fines & Fees, Photocopying, and ESP funds) among the approximately 180 listed. Special funds are the means by which the library collects and retains fees for services such as supporting other UHCARL libraries. John Haak worked with Representative Morihara, the Chair of the House Education Committee to eliminate the University and Library Special funds from the bill when it went to the floor. The real goal of the legislation was getting at the highway fund to offset the State budget shortfall, but the bill put all special funds in danger and may come up again in future legislative sessions. John Haak has asked John Awakuni to find out how much money needs to be put in the UHCARL and other special funds, and how much can be transferred into General Funds to avoid showing large balances in the special funds.

The University President's testimony to the Legislature always mentioned the library as a high priority and was consistent with what he told Library Administration. 36.9 million dollars in funding was appropriated for Phase 3, and \$200,000 for Sinclair renovation pre-planning.

Sinclair Renovation

In three months (around September) the Library will begin to work with UH Administration and architects to discuss infrastructure issues at Sinclair. Then the University will make a renovation proposal for funding. The ideal would be if renovation began once Phase 3 is occupied. The preplanning will depend upon, and involve decisions about, what will be in Sinclair in the long term. These decisions will be made in the upcoming year starting in the Fall when the Library will look serious at a long range plan for Sinclair.

Budget

The Library has not received a preliminary allocation for next year yet. The Library has a commitment from the University President that the book budget will not be cut from 3.75 million. The Library has asked for 4.2 million but has not yet received an answer to the request. The book budget is a concern in light of situations such as the SHAPS federal (?) grant application which was not funded because of a lack of adequate library support.

The agreement between the University and the Legislature which called for not reducing the Act 161 mandated funding level required that benchmarks be provided to the Legislature by the University. ARL benchmarks will be included and the Library fell in those rankings this year. This should highlight the need for a better library budget allocation.

At the ARL conference John Haak attended, the University of California libraries reported their budgets were being cut again, but "1 digit at a time" so it is not obvious enough to raise loud protests.

John Haak expects the same budget (after augmentation) as last year. Travel using G funds is still restricted and will be next year.

Personnel

The Library is still not allowed to fill the existing 8.5 open positions on a permanent basis, but no further positions have been lost. The Library will submit requests in July to the President's office to fill 6.5 positions on a permanent basis. (Requests go to the President on a quarterly basis.) The Library will ask to permanently fill open positions again in Fall. The President is very conservative about permanently filling open positions in light of what the Governor may restrict in the budget and the Fall tuition revenues. Thus far the President has allowed only temporary hiring on all open positions. Positions lost in the Early Incentive Retirement are gone, John Haak doesn't believe they will ever be returned. When permission is obtained to fill any of the open positions that have temporary hires in them, the persons in the temporary slots will have to go through the normal hiring process - they will not be automatically moved into the permanent slot.

Phase 3

After receiving the funds, now comes the reality of actually doing the planning. The Planning Office and DAGS did not start real work on Phase 3 until late April. Attention is now intense. DAGS wants to go out to bid in January/February before the other big state bids (resulting from other CIP appropriations). This will insure that contractors are "hungry" and deliver low bids.

If bids go out in January/February, this means that the old snack bar will vaporize in the Spring of 1998. The 3 collections (HSPA, Matsunaga, Fong) housed there will need space. Ground breaking could be in summer of 1998, with 18 months for construction, there would be a move-in date of January 2000. No funds for equipment for Phase 3 have been appropriated. A request for equipment funding will be submitted in Spring 1999.

The process now involves the Library telling the Planning Office what they want in Phase 3, then the Planning Office "translates" to the architects. Then the architects have to turn in a budget to match the DAGS allocation. The architects estimated costs according to the Planning Office are now 3 million dollars over the budget allocation. In order to reduce the estimated costs, the architects recommended lofting the 6th or 4th floors (building the shell, but no power, no air conditioning, nothing on the floors). The suggestion was rejected by the Library because of what has happened in the POST building which was lofted (there are no plans for the lofted floors, to complete them the process will have to start all over at the design & planning stage).

The Architects proposed the following changes to the Library to reduce the estimated

costs:

- 1. Modify the air-conditioning and floor plan for the 4th floor to accommodate books only (rather than half staff/half books as originally planned). The Phase 3 building will be separated floor by floor into either "people space" or "book spaces" to lower costs.
- 2. Leave loading dock where it is (to build a new loading dock would involve re-routing a major campus fiber optic cable).
- 3. Eliminate vault on 5th floor.
- 4. Reduce the square footage on basement by 2,000 square feet.

Joyce Watson will be having informational meetings and putting out revised floor plans soon.

Request to take over Library School space

Because the new POST buildings 3rd floor is designated for Computer & Info Sciences of the College of Natural Sciences and the CIS program won't occupy the whole space and because SLIS was in the process of a merger with CIS AND because with the coming of Phase 3 there will be a need to house Collection Services and the HSPA, Matsunaga and (coming soon) Fong archives currently housed in the old Hamilton Snack bar that will be destroyed when Phase 3 construction begins ...

The Library asked University Administration to consider moving the Library School to the POST building [raised the question of whether the Library School shouldn't move to POST].

If the Library can't use the SLIS space then all existing seating on the ground and 2nd floors would have to be eliminated to accommodate the collections and it won't be possible to move staff to the completed Phase 3 building because they have had to eliminate staff space construction because the design is over budget. John has talked with Kenji Sumida of the EWC who may give temporary space for the Fong and Matsunaga collections and he is "exploring alternatives".

The Library raised the issue with Assistant VP Michael Graves after learning that the Phase 3, 4th floor could not accommodate people due to the higher air conditioning costs, and then sent the letter to SLIS to cause "conversation to occur". All parties have written "position papers"; there will be a meeting Friday with Dean Teramura and Michael Graves and Larry Osborne and Library Admin. to go over the situation.

STATEMENT from audience:

Removing the Library School from the Library building is a totally ridiculous idea and will have a detrimental effect on the school's accreditation and the Library's relationship with SLIS.

QUESTION: Why doesn't SOEST/Planetary Geosciences move from the basement of Sinclair to POST?

John Haak ANSWER: The floors they are supposed to occupy are lofted and there is no power or AC and it is illegal for the lofted floors to be used by staff. He doesn't see them moving in the next 2 years because there is no design or planning for the lofted floors in POST.

QUESTION: Why can't SOEST move to the THIRD floor of POST?

John Haak ANSWER: Because that floor isn't designated for them.

QUESTION: Why can't the lofted floors in SOEST be used for Library storage?

John Haak ANSWER: Because there is no power or AC and it is illegal for the lofted floors to have people in them.

UnCover/SUMO Experiment (morning session only)

Carol Schaafsma is doing a study of the data generated by the SUMO experiment during the last semester. There were 304 active users, and 720 profiles created. The volume of requests did go down at the end of the semester, the funding allocated for the experiment was not exceeded. Information on the individual order patterns and cost of journal titles used compared to the cost of a subscription will be evaluated. Faculty have reported to John Haak that they are satisfied with the service.

STATEMENT from audience: Many faculty did not know about the service, how was it advertised?

John Haak: Ku Lama.

Carol Schaafsma: There were 260 responses to a SUMO questionnaire and one of questions is "how did you learn about SUMO". More than half the responses are "other" (apparently mostly referrals from colleagues). The Library is also asking faculty about cost-splitting rather than subsidizing the whole fee in an effort to make sure use is serious rather than just taking advantage of something perceived as being "free".

John Haak is concerned that the cost of subscribing in paper to science journals will drive out all subscriptions and hopes that SUMO type delivery will be a solution to this problem. SUMO is only an intermediary step on the way to other forms of online full text delivery by licensed subscriptions.

ALA

John Haak wants the attendees at the upcoming ALA in San Francisco to be on the lookout for "new best practices" and "horizon issues" that can be integrated into the libraries planning process. He would like to set aside funds next year for proposals for experiments. Small experiments are good for "stretching ourselves", "energizing" and providing the text of potential new directions for the library.

Fund Raising

All institutions in the state are now seeking private donors and donations. All fund raising will be done through the University drive. The Library's portion of the total goal of the drive is 5 million dollars, to be allocated in 3 categories: support for collections, training, information technology. The Library's task over the next 3-4 months is to flesh out the categories and work on plans for how donors will be acknowledged. The Library has to identify opportunities and potential donors with an interest in what the libraries are doing..

QUESTIONS:

AM session

CARLWeb & Library advisory role - what's up with that?

John Haak ANSWER: He has not received a timetable from CARL. Once he receives a timetable there will be about 2 weeks to test and give feed back to CARL.

With the new partnership between Dialog and CARL, Web access to electronic databases will be increased. The Library has expressed concern to CARL about

commitment to Academic libraries. The recent partnership agreement between CARL and RLG is encouraging and puts them into the venue of large university libraries.

Campus Center fire - will money be channeled from the University's CIP appropriation to repair the damage?

John Haak ANSWER: No. The University repair and maintenance budget was a big issue at the Legislature this past year, more money was allocated. The University doesn't have a "superfund" like the DOE.

Does President Mortimer intend to change the percentage of the University's budget which is dedicated to personnel?

John Haak ANSWER: President Mortimer has said that 90% of University funds go for personnel costs and that reducing the percentage of the budget used for personnel to 80% would be "more appropriate" and give the university more flexibility in order to allow for all of the things the university needed to fund besides personnel. While the President has not specifically mentioned downsizing, he is holding onto open positions. If enrollment surged this might change. The President has not been taking salary savings from the library from open positions. More and more of the personnel costs of the Library budget will be supported by tuition money. Restructuring of where the money goes will change the University, but John doesn't know any more about the master plan for the University than what is published. \$100,000 was appropriated by the Legislature for the state to participate in the Western Governor's University, there will be an presentation by a representative of the WGU in mid June.

The air temperature in Asia is around 62-68 degrees, what can be done? Joyce Watson ANSWER: If there is a specific problem with a specific area, talk to her. She'll need to monitor and then report the findings to Facilities Management. The air-conditioning issues in Phase 1&2 has helped to influence the design of Phase 3. The new building will have dehumidification, except on the first floor, which will make the temperature seem even colder.

PM session:

Can you think of any new strategies for the leaking roof problem rather than waiting for the next leak?

John Haak ANSWER: There will be a meeting on Thursday with the roofing contractor and the materials supplier and Facilities Management.

Respectfully submitted,

Martha Chantiny

LSEB Secretary