

Minutes of the Library Faculty Meeting
April 22, 2003

Meeting called to order by Chairperson of the Executive Committee-David Allen at 10 AM Tuesday, April 22nd, 2003.

The agenda items were:

Library Committee Reports

Library Director's Report

SUNYLA Conference

Implementation of proposed 10% addition for supervisory responsibilities and other issues relating to salary increases and promotions.

Travel budget

Proposal to put Senate Committee reports on Blackboard

Responsibilities of Library Services Committee

Proposed changes to Library Faculty By-Laws.

New business

First order of business was the approval of the following meeting minutes:

February 11th 2003 Meeting Minutes.

The minutes were approved without corrections.

A&P Committee Report, Nathan Baum Reporting

A&P met 1 ½ times since the last faculty meeting (March 19 and April 1) to discuss mentoring process and guidelines. The faculty checklist is under review as well as the Dean's 3yr. appointment plan for new hires; the committee met with Chris Filstrup, dean of Libraries and Germaine Hoynos on this matter. The committee made one recommendation on re-appointment.

Executive Committee, David Allen Reporting

The Executive com. Met to discuss the proposed by-law changes and to plan for the next faculty meeting. A separate agenda item has been made for discussion of the changes to the by-laws.

Library Services Committee, John Andrus Reporting

LSC met and has posted the minutes of their last meeting on Blackboard. They have met twice since the last faculty meeting primarily to discuss the design of signage which has been posted in the Director's office. The committee hopes to have this project completed at their next meeting in May. They have also been working with James La Piano on the arranging for the signs to be placed in every stairwell and by all elevators, 59 places in all. The committee has also been working with him on the showcase around the exterior of the building. All will be removed and those by the main entrances replaced.

A proposal is out to remove the digital sign in the galleria and have televisions posted for emergency use, and they continue to plan brown bag lunches.

Q&A raised the following concerns or requests: 1) Some signs are still up that need to be changed (2) Will the signs be used on the web? The answer was that versions of them will be used. (3) 2nd floor core bathrooms still need to be clearly marked.

SUNYLA Report, Colleen Kenefick reporting

SUNYLA will be coming to Stony Brook in June. Hasn't been hosted on LI for some 20 years. They have received good registration except from Melville Library and they are hoping West Campus will be represented. Two presenters from Main Library are Dan Kinney and Kristen Nyitray. They still need registration volunteers.

During Q&A it was announced that Library Administration would pay full registration fees for library staff interested in attending. High cost of the conference is due to the fact that all conferences must be held in the SAC which charges high fees.

Director's Report, Chris Filstrup Reporting

The Budget will remain the same with the final decrease being called for at 650,000 which will come out of the serials budget and memberships dues; might drop RLG membership. Provost has been informed that a flat budget for the next 2-3 years will relegate the library to an access only organization with no growth in monographs.

Internal re-organization will be occurring within the copy center and systems. The copy center will be merged with circulation and plans are in place to merge Systems with DOIT; DOIT is currently working on a position paper regarding the feasibility to absorb systems. Also, CELT is being disbanded and the Library will be looking to play a role with Instructional Computing and CELT in its future versions, but no matter what we want that space.

Q&A discussion raised the concerns that the program was not as successful as all had hoped.

Personnel: Two new hires have been approved; the spouse-hire who will work in reference and the Korean specialist who is on a 3 yr. grant.

Curriculum changes: Director's office is in discussion with Graduate Council and CAPRA on creating a document or process for informing the library selectors of changes in curriculum that might affect the library and its services. This would help make the case that the library must be able to match curriculum expectations financially. Q&A revealed that SPD used to do a write-up with an assessment of the library but it is not being done any longer.

NYSHEI: A member supported library community within the SUNY system created to help with scholarly communication will be up and running in a pilot phase soon.

Space: The library has refitted Special Collections' spaces and has created space for a staging area for off-site storage of materials. The North reading Room will receive new carrels; Javits was re-lit; circulation's entrance will be rehabbed and restrooms will be installed in the commuter lounge. Q&A revealed the desire for the installation of clocks in the reading rooms at minimum. LSC will look into it. Also raised was the question of where such money comes from and how to get some. The answer was that it came from the President's office and it must be used to help students.

10% Supervisory Stipend

The Executive Committee and A&P committee met with Chris to discuss this proposal and they are still not certain about it. Questions about this are still up in the air. Nathan and David met with Chris about this and he explained that the increase would be kept separately from the base salary and as the base salary goes up so does the administrative stipend. Both agreed that anything but across the board institution of the policy should go before A&P for review.

Q&A revealed that promotional increase were changed last year and that the starting salary was changed as well. This raised concerns from those hired at lower starting salary that were told that they could not apply for a raise in the past. It was also revealed that the formula that was used to illustrate the point was the older version and needed to be revised. However, the overall problem of compression was acknowledged and Chris said it would have to be looked at in the future and decided upon as to how the increases would be assigned.

Travel Policy

It was proposed that the travel policy needs to possibly be reviewed by a committee to accommodate the better use of funding. Q&A revealed that there is a 30,000 dollar a year travel fund which does not get used every year. This accounts for administrative travel and mandatory specialty travel, and then ALA. Helene reminded everyone that UUP does give travel grants.

Senate Committee Reports on Blackboard

Once a semester Senate committee reports are to be placed on blackboard and once a year at least we should have a full library staff meeting.

LSC Responsibilities

Library Services Committee charge was made vague and should stay that way to give the committee room to catch those items which fall through the cracks. LSC will look at the wording and make suggestions.

Proposed changes to By-laws

The Executive Committee reviewed the by-laws and had a few suggestions for changes. After group discussion, it was left that the committee would review and make the proposed changes prior to the next meeting for all to view and comment on.

New Business

Campus Administrative Review Committee will be mailing out the Administrative Survey to the campus. Susan Werner asks that all fill it out and return it.

Human resources will make the appropriate changes to their database to automatically list librarians as faculty.

Motion to adjourn meeting at 12 PM was made and seconded.

The meeting was adjourned at 12 PM.

Respectfully submitted,

F. Jason Torre

April 24, 2003