

University Libraries Committee Minutes

Zoom Meeting

January 20, 2021

12:50pm-2:45pm

Members Present: Angelos Barmpoutis (chair), Sarah Bartolomel, Nikolaus Bindi, Olivia Caillouet, Josepha Cheong, Perry Collins, Roger Maioli, Jane O'Connell, Eric Potsdam, Czerne Reid, Judith Russell, Laura Spears, Christine Voigt

Also Present: Lela Johnson (taking the minutes)

Members Absent: Wendy Dahl, Jonathan Edelmann (co-chair), Richard Hill, Paul Wassel

The meeting commenced at 12:52 pm

Minutes Approval

- Motion to approve minutes; the motion was seconded and approved.

Infrastructure Council Meetings Update

- Smathers Library Envelope Project – As reported from the Infrastructure Council, the Smathers Library building has longstanding and pervasive envelope issues that have allowed moisture penetration. Through a collaborative engineering and architectural review, the Libraries and UF Facilities Services prioritized repairs to the south tower. A soon to be completed project has addressed the brick and mortar, window, roofing issues, and the resulting interior damage in spaces including the Grand Reading Room, the Judaica Suite, and the Special Collections archives. Next term plans exist for the maintenance of the "flat" roofs, including the roof of the stacks annex. The north tower has been identified as the next envelope project when funding is available.

COVID-19 Discussion/Update

- 96% of students returning to campus for the spring semester have signed up to get the COVID test. There is a sense that students are returning with a greater understanding of the guidelines in place.
- Vaccines are now available for employees 65 and above. Dean Russell has already participated in getting her vaccine shots. She updates that the process has been very smooth and uncomplicated. There are several areas to get the vaccine across campus; [click here](#) for more information. At this time, the COVID vaccine is emergency use only and is currently not required.
- Questions/Concerns?:
 - The committee chair asked if the Library anticipates any crowding issues this semester or during mid-terms? So far, the processes in place have been working smoothly with few issues. Laura Spears added that the later hours are picking up a bit, but the busiest hour is at 10 am at Library West and for the Marston Science Library, it is right after lunch.

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- A student member asked if there were spaces at any of the libraries where a student could take classes online due to poor WiFi at home. Information on study spaces can be [found here](#).
- A student member asked for an update on surveys being sent out to get input on what students want, as he doesn't feel this has taken place yet. Angela Linder from Student Services would be someone with a better understanding of something like that, and Dean Russell is happy to reach out to her for her input. The Libraries Assessment Department conducted a pilot study of students' library needs using a convenience sample of participants from the UF Graduate School list-serv and the Center for Undergraduate Research. The user needs assessment for the Libraries was distributed beginning May 26, 2020 through June 6, 2020. Distribution channels included the UF Graduate School list-serv and the Center for Undergraduate Research (CUR). The survey included 12 multiple choice and short answer questions. There were two emails sent to graduate students and only one sent to the CUR. The survey supports the efforts the Libraries are making to provide curbside service, safe library spaces and increased digital materials. Ebooks and training sessions on use of the VPN, online searches and use of databases are featured among the comments. The Libraries still have an opportunity to get information to students on how to obtain the materials they need. The Remote Learning Student Task Force will be reconvening, and a spring survey was discussed at their last meeting. Laura Spears asked the students to email her with specific concerns, and she will share them with Dr. Linder and the task force.
- A student member asked the committee if faculty are being tested? The dean reported that faculty testing is very much encouraged and widely available and has been since Fall 2020. Employees, from faculty to staff receive weekly messages encouraging them to complete screening questions with the option of scheduling a test. Dean Russell encourages her employees to get tested during Library Town Hall meetings and will encourage them to get the vaccine once it is widely available. Health Science Center employees with patient contact are screened daily.

UF Author Rights Policy Discussion

- Later this month, Perry Collins will be speaking with the Library Faculty Assembly with a colleague and with CLAS at their Faculty Assembly. This will make five colleges that she has spoken to and has been getting a decent range of feedback. There has not been a conversation with IFAS yet.
- College of the Arts Faculty Council meeting update – it was a very positive and enthusiastic meeting with a lot of good questions. There seemed to be a fair amount of enthusiasm for the policy and the opt-out option. More will be known after further

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discussions are held with additional departments. At the next ULC meeting, the final language should be able to be pinned down, and the policy's implementation discussed. The ULC chair shared there was a little negative feedback about some of the more legal wording in the policy and that perhaps the UFF should be contacted for assistance. The chair has not been able to reach out to the UFF President yet but hopes to attend a meeting in February to get some feedback.

- At the next ULC meeting, the committee will start discussing timing.
 - The ULC chair will initiate discussion for presentation with IFAS and UFF

Dean's Report – Judith Russell

- Budget Update
 - The Dean of Libraries first explains that standard guidance is normally received from the University in mid-December with the budget being entered into the Hyperion system. This system manages the University's budget. This year the process was delayed until mid-January. Colleges were asked to input two sets of numbers; one reflecting a flat budget, which already includes a university-wide 2% cut taken from prior funding. The other was the worst-case scenario reflecting a 5% cut, so a total of 7% when including the previous 2% cut. She explains that is a significant cut and the severity of the cut becomes more apparent if you've ever reviewed one of the Library's monthly budget reports. The reports reflect all the different sources of funding on one side and expenditures on the other. The dean will forward an example of one of the monthly budget reports to the new ULC members. The information entered into the Hyperion system is specifically appropriated funds. Also requested is a budget impact statement, which is presented to the Provost in the Library's case because the libraries serve everyone across campus. As a side note, the dean also reminded committee members of the non-recurring money given to the libraries from the Provost (\$1.84 million) that would eventually become recurring money and would build a base. In addition to that, David Norton from the Division of Sponsored Research gives \$1.79 million to augment the materials budget. These monies are not part of the appropriated budget and go directly into the materials budget. The premise in the impact statement's opening remarks is to remind everyone that only appropriated funds are relevant.
 - A flat budget (with the incorporated 2% previous cut received in 2020) totals about a \$637,000 cut; of that, \$387,000 would be taken from salaries and \$250,000 from the materials budget to make up for that cut. So little is coming out of the materials budget because we have worked individually and through the state university system to negotiate significant reductions in some annual price increases with our vendors. Salary savings can be achieved by the hiring pause,

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being cautious about backfilling vacancies or adding any new positions and only filling the most critical and most essential positions, and delaying start dates. This should prevent having to do layoffs or furloughs.

- A 5% cut (with the incorporated 2% previous cut received in 2020 making it a 7% cut) is about \$1.6 million, so a total of \$2.2 million, which pushes a cut close to \$800,000 out of salaries and \$1.4 million from the materials budget. Planning is underway with the hopes not to have layoffs or furloughs. Even filling essential positions may be deferred by possibly moving employees temporarily for the more vulnerable positions. The dean hopes to be able to revisit cost savings with vendors to minimize the impact. Still, a cut at this magnitude would require E-resources' cancellation because it is the majority of the budget as it is. There is no anticipation of cutting major resource packages such as Wiley, Elsevier, or Springer. The dean thought about including a list of materials that could be cut in the impact statement, but it is not known at this time. Instead, it will be present presented but in the impact statement that it would be about a 30% cut in e-resources across all disciplines.
- Questions/Comments:
 - A committee member asked what members can do to help the Library in its mission. The Dean of Libraries answered that statewide, COVID is the problem. Anything we can do to combat COVID bringing revenue back into Florida would allow the state legislature to take less dire cuts. University-wide, people must understand how much the Library faculty and staff believe in our mission and how dedicated the library faculty and staff are in supporting teaching, learning, research, and clinical practices. Therefore, all efforts will be made to protect resources, with consultation in various departments where resources have to be cut in a specific discipline.
 - Another committee member asked if Dean Russell envisioned getting the faculty and graduate students' input on what to preserve. The answer is absolutely, and it would be done by discipline because there are budget centers where a group of liaison librarians work very closely with those departments or colleges.
 - A committee member asked if there was room in the statement to draw a direct line between the impact statements in terms of the numbers and how those numbers impact actual departments or colleges. No particular format guidance was provided for the impact statement. The difficulty in presenting the information as described would be how precise it would be on what would be cut at this time but is open to comments or ideas.
 - The chair of the committee asked if the agreement with HathiTrust would continue. Dean Russell confirmed that it would continue through this

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coming semester and will repeat once we know what is happening in future semesters. HathiTrust views the statewide collection of materials as a single collection. The UF Libraries is part of a consortium made up of the twelve state university libraries. All members had to agree not to circulate the books covered by the agreement.

- Read & Publish Agreement Update
 - There was nothing new to report.
- Elsevier Update
 - There was nothing new to report.

Additional Topics

- The ULC chair reported that the Faculty Senate chair organized an open house for the senate committee via zoom for faculty interested in being considered for one of these committees and their roles. Overall it was a nice and informational session, though not very well attended (likely because it was at the same time as the President inauguration).
- the 'Committee Service FAQ Sheet' can be viewed @: <http://senate.ufl.edu/about/>
- Law Library Update – Continuing with the swipe access restrictions, only the Levin College of Law community will have access through the spring semester. The entire Law campus was closed from Thanksgiving until last Monday, with classes starting Tuesday. The Law Library/Circulation has expanded its hours Monday-Thursday to 7 am-9 pm and will be opening on Sunday from 12 pm-9 pm. All of the study rooms continue to be closed at this time. There is a lot of students in the space compared to the fall 2020 semester. Hourly rounds are still in place to monitor mask-wearing and social distancing.

Wrap-up/Topics February 18th

- UF Author Rights Policy Discussion
 - Timeline on next steps in getting the policy approved

The meeting adjourned at 2:45 pm.