



THE UNIVERSITY OF MARYLAND
CAMPUS FOR THE PROFESSIONS
Health Sciences Library

R.H.-
S.C.
S.W.
T.M.

August 4, 1988

TO: Staff
FROM: Mary
RE: Minutes from May 10, 1988 Staff Meeting

The attached minutes of the May 10, 1988 Staff Meeting were left out of the July HSL Newsletter in error.

Sorry!



HEALTH SCIENCES LIBRARY GENERAL STAFF MEETING MINUTES

Tuesday, May 10, 1988
Time: 10:30-Noon

Mr. Feng called the meeting to order. Today's agenda dealt with the current and proposed means of staff communication, as advanced in last month's **Retreat**.

The Director gave an overview. The August 2, 1988 meeting will have UMAB Personnel Department representatives discuss current job classifications, hiring practices, and job promotion procedures. The November 1st and February 6th agendas are pending.

Mr. Feng stated HSL's budget contained three major categories. The largest segment was for salaries, which totaled \$1,208,812, the books/journals totaled \$663,229 and general operations totaled \$296,921.

Meetings will be held quarterly and will serve as a forum for discussion and dissemination of issues applicable to this Staff. Minutes will be taken by staff from a designated department and then placed in the Word Processor. One copy will remain in the Library office and another copy will be included in the next edition of the HSL Newsletter.

Current Staff Line Communication

Department Head meetings are held every other month. Each meeting is geared to the dissemination and exchange of ideas and information. Each Department Head is responsible for relaying such information during their staff meetings.

Representation in Dept. Heads Meeting

The Department Heads turned down the proposal, suggested at the Retreat, which recommended having representation from the general staff attend these meetings. It was felt the Dept. Heads should be relied upon to convey a complete and honest report to their department.

Some Staff members were concerned about receiving a full report from their Department Heads. They were told to use all their resources to get the necessary information.

Staff Exchange Program

Proposal: To allow Staff members to observe/train in a different work area of the Library.

A poll of the Dept. Heads revealed there were mixed attitudes. As a result, this recommendation was turned down for the following reasons.

1. The risk of disrupting operations would be too great.
2. Staff could not always be spared to train or be a trainee.

Mrs. Weise urged Dept. Heads to pinpoint those Staff persons, who genuinely want/need to acquire additional skills and the Library would pursue on an individual basis.

Goals and Objectives for Classified Staff

Discussion revealed we must clarify the ideas on performance standards; therefore, Mr. Feng recommended a TASK FORCE of 2-3 persons be named to deal with the clarification. Volunteers for this committee were Margie Simon, Madeline Hammond, Margert Ward, and Lisa Boyd. This committee should be ready to make a report at the June 14, 1988 meeting of Department and Division Heads.

Mr. Feng said we will evaluate the Retreat and its outcome, a year from now.

Staff Association

Proposal: To establish a Staff Association for the Health Sciences Library Employees.

The Director restated the purpose of such an organization, namely, to improve staff communication.

Rudy Hampton, who had served as President of the Pratt's Staff Association, gave a first hand account on the planning and functioning of Pratt as an example.

Characteristics of the Pratt's Association were:

- was formed in 1930
- relieved Administration of subliminal tasks
- performed social and courtesy tasks
- had membership open to all staff
- charged \$1.00 per year dues
- managed four different funds, including a
Scholarship Fund
- held a General Membership meeting once a year
- steered clear of job related problems
- had President serve as liaison to the Director
(these two met once a month, for one hour)
- had a set of By-laws
- had an Executive Board, which met once month for
one hour
- held election of officers after working hours
- withheld, under seal, minutes of a particularly
sensitive nature

Rudy concluded this organization started as a social tool, and later evolved into a powerful group.

Would membership be open to all job classification?

Should membership be denied to any staff person ?

Would any administrative officer be denied the right to hold office?

Some possibilities of the Association included:

Planning the Christmas Party

Eliminating monetary collections

Mr. Feng called for a vote, by show of hands, on patterning our association after the Pratt's. The vote was unanimous.

The next step would be to set up By-laws. Mr Feng suggested a 5 member Steering Committee. Any by-laws drafted would be reviewed by the legal agency of this campus. Volunteers for the Steering Committee were:

Rudy Hampton Virginia Burston

Phyllis Lansing Shirley Toth

Rosalind Fitchette

All questions, suggestions, and comments should go to these committee members.

Library Projects

A list of Library Projects for 1988-89 have been distributed to Dept. Heads, and will soon reach the general staff. These projects are outside the routine work duties.

Departmental Reports

Circulation (Madeline Hammond)

This department is now responsible for itself and will be responsible for the security of the building after 5 P.M. and on weekends. The Circulation Supervisors and sometimes staff will handle cases when the Theft-Detect system sounds. An emergency backup staffing system has been established in the event there are absences of the evening and weekend staff.

Technical Services (Margaret Ward)

Beverly Wester, substituting, said the **SC 350** (Serial Control) which included 2 work stations and a file server, was currently being installed. Training by OCLC representatives and installation of software would take place during the week of May 16-20.

Administration (Cyril Feng)

There are 3 persons, currently being interviewed for the Head of Technical Services. The Chancellor has asked the Director to take charge of the **Integrated Academic Information Management Systems (IAIMS) Proposal (Phase Three)**, a campus-wide pilot project. It involves three stages---planning, testing (with a small group), and implementation. The project will take 5 years to complete. The grant proposal is due July 1.

Anniversary News

Brochures, programs, and book marks for the Open House have arrived and samples will be given to the Staff. Plastic bags and buttons are being made. Plans to use period costumes fell through because the models were too small and the fabrics too fragile.

Staff was asked to wear either red/white or black/gold for the June 7th Open House. A historical display at HSL will be in place within the week. Michael Hoff has kept the Staff informed and amused (via Electronic Mail) with selected narratives from resources of HSL.

Meeting adjourned at 11:50.

Recorded by C.F. Lee
Circ. Dept.