

APPROVED BY LIBRARY COUNCIL: 11-16-05

DATE: October 31, 2005
TO: Library Council
FROM: Library Council Composition Task Force
Joan Campbell
Lynn Chmelir
Lara Cummings
Linda Snook
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RE: Task Force Report

The Library Council Composition Task Force makes the following recommendations for LC consideration.

Suggested Library Council membership (14 people):

Ex-Officio members:

- Interim Director of Libraries
- Assistant Director for Administration and Organizational Development
- Assistant Director for Collections and Technical Services
- Assistant Director for Digital Services/Collections
- Interim Assistant Director for Public Services and Outreach

Elected members:

- 1 AP staff member (5 constituents)
- 5 Classified staff members (70 constituents)
- 3 Faculty members (32 constituents, not counting ADs and Cindy)

Depending on the agenda, others would be invited to attend if specialized expertise is needed (budget, personnel, specific unit input, working group proposal, etc.).

Although this composition is recommended until a permanent Director of Libraries is hired, the new DOL might decide to retain this structure. In order to plan for that possibility, initial terms for elected members will be either two years or three years. This allows for half the elected members to be replaced each year after the second. Should this composition be retained, elected members may not serve two consecutive terms.

Elected members of Library Council will have an obligation to attend unit meetings once a month to report on the activities of Library Council and to solicit feedback and input. After Library Council is constituted, the reporting assignments will be made so each unit is covered.

Elections:

The number of representatives is apportioned based on the size of the constituency, with one representative on Library Council for each 15 people or fraction thereof.

All members of each group will appear on an initial ballot. Each group will vote for as many people as they have representatives. The top vote getters will appear on a second

round of ballots after it has been determined that they are willing to serve. Twice as many names will appear on each ballot as there will be representatives on Library Council (e.g.— 2 names on the AP ballot for 1 representative, 6 names on the faculty ballot for 3 representatives, 10 names on the staff ballot for 5 representatives). The top vote getters will be elected in each group. The Director of Libraries is responsible for conducting the elections.

Rationale:

The ex-officio representatives are included to provide broad administrative perspective for their areas of responsibility in the libraries. The elected members are included to represent their constituents across the libraries. All members of Library Council are expected to adopt a libraries-wide view at Library Council.

Although minutes will still be kept and distributed, the formal reporting responsibility at unit meetings will be an important way to keep the lines of communication open. We think that people want to hear reports and have a chance to ask questions and provide feedback and we hope that these reporting responsibilities will create that opportunity.

We strongly advise Library Council to circulate this or an amended proposal to Libusers for comment before implementing changes to Library Council membership.