January 11, 2019

Dean’s Leadership Council Agenda

2nd Business Meeting, FY1819

12:00 p.m.  Members select lunch and be seated

12:05 p.m.  Call to Order, and approval of September 13, 2018 minutes
            - Chair, André Boutté

12:10 p.m.  Welcome and Updates

(12:10 – 12:20 p.m.) Interim Dean, Dr. Lisandra R. Carmichael

  • DLC Scholarship announcement
  • Dean of the Library position update
  • Goals for the semester
    • Establish committees (refer to packet roster)
    • Upcoming events (refer to packet event flyers)
      ◆ Presidential inauguration and the Library DLC
  • Meeting schedule
  • Recognition moment

(12:20 – 12:25 p.m.) Director of Development, Chaz Runfola

  • Fundraising update

12:25 p.m.  Meeting & Committee Work

(12:25 – 12:30 p.m.) Interim Dean, Dr. Lisandra R. Carmichael

  • Directions given for committee break-out sessions led by Committee Chairs

(12:30 – 1:05 p.m.) Committee break-out session to establish committee goal, objectives, and guidelines

  o Art in the Library Committee
    ▪ Ellen Cottrill, Chair
  o Butterfly Effect Committee
    ▪ Sharon Goldman, Vice Chair
  o Events & Programs Committee
    ▪ Stacie Perron-Smith, Chair
  o Lending Libraries in Public Spaces Committee
    ▪ KK Cherney, Chair
  o Strategic Initiatives Committee
    ▪ Stephen Pollan, Chair

(1:05 – 1:20 p.m.) Committee Chairs report on draft goals and objectives (3 minutes per report)

(1:20 – 1:30 p.m.) Chair, André Boutté

  • Revision and voting to update Bylaws to;
    o Include new committees
    o Update and define role of secretary
REVISION REQUESTS TO THE BY-LAWS OF THE THOMAS G. CARPENTER LIBRARY DEAN’S LEADERSHIP COUNCIL

FROM:

ARTICLE IV Officers
A. The Officers of the Council shall consist of the Chair, the Vice-Chair and the Secretary.
   1. Both the Chair and the Vice Chair of the Council will be individuals who are not administrators of the University of North Florida.
   2. The Chair of the Council and the Vice Chair are nominated by the Executive Committee and elected for two year terms by a majority of the voting members present at a duly called meeting of the Council. The Council may accept nominations from the floor. Chair of the Council is also the Chair of the Executive Committee. Terms of office shall begin in September.
   3. The Dean of the Thomas G. Carpenter Library serves as an ex-officio member of the Executive Committee. The Secretary of the Council is a volunteer or Library employee appointed by the Dean of the Thomas G. Carpenter Library.

D. Duties of the Secretary
   1. To keep accurate records and preserve all documents and items determined by the Council to be a part of its official record.
   2. To conduct correspondence as directed by the Council.
   3. If not a member, serve as needed as an ex-officio member of all committees of the Council.
   4. To record the proceedings of all regular, annual and special meetings of the Council.

ARTICLE V Committees of the Council
A. There shall be an Executive Committee of the Council, comprised of the Chair of the Council, the Vice Chair of the Council, and the Dean of the Library. The immediate past Chair of the Council may serve as an ex officio member of the Executive Committee for up to two years. Chairs of committees may also be included as ex-officio participants of the Executive Committee.

   The Executive Committee shall exercise the authority of the Council between meetings, except that the Executive Committee shall not:
   • amend the bylaws;
   • take action which is contrary to or a substantial departure from, the direction established by the Council or which represents a major change in the affairs, business, or policy of the Council or the University.

B. If deemed necessary there may be a Membership Committee, comprised of at least two members, who shall identify, recruit, and recommend individuals for membership.

C. If deemed necessary there may be a Development Committee, comprised of at least two members, who shall help the Council and the Dean of the Library strategically focus its fund-raising efforts on Library needs and priorities.

D. The Council may create other committees as needed, to be instituted by a majority vote of the members of the Council present at a duly called meeting. Ad hoc committees may be appointed by the Chair of the Council subject to the approval by the members of the Council.

TO:

ARTICLE IV Officers
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3. The Dean of the Thomas G. Carpenter Library serves as an ex-officio member of the Executive Committee. The Secretary of the Council is the Thomas G. Carpenter Library’s current Marketing and Community Services Coordinator.

D. Duties of the Secretary

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6. To conduct correspondence as directed by the Council.

7. To serve as an ex-officio member of all committees of the Council.

8. To record the proceedings of all regular, annual and special meetings of the Council.

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a. By the Council’s unanimous vote on September 13, 2018, five committees were added to the Council to increase library community awareness and fundraising success. These include; Art in the Library Committee, Butterfly Effect Project Committee, Events & Programs Committee, Lending Libraries in Public Spaces Committee, and Strategic Initiatives Committee.

1:30 p.m. Close Business Meeting

(1:30 p.m.) Chair, André Bouthé

- Close meeting

Contents of Dean’s Leadership Council Business Meeting Packet:

a. Agenda
b. Draft minutes, September 13, 2018
c. 2019 DLC Meeting Schedule
d. Updated DLC roster with committee memberships shown
e. Committee membership rosters and fillable committee guideline/goal/objectives templates
f. Invitations and flyers to upcoming events
   o February - inauguration of UNF President David M. Szymanski
   o February and April – Theater in the Library
   o February, March, and April – Science Café
   o March - Florida Blue reception
   o April – Research Week
   o May – 10th Anniversary of the Art in the Library event
   o Summer – OLLI activities