

Manual of the Bloomington Library Faculty Council

Approved by the Bloomington Library Faculty Council

Amended by BLFC: August 1990; September 2001; August 2008

1. Purpose

The Bloomington Library Faculty Council, hereinafter referred to as BLFC, is the formal representative organization of the Library Faculty of Indiana University at Bloomington, hereinafter referred to as the Library Faculty. It functions as an advisory body to the Library Administration and as the governing body of the Library Faculty. According to the Constitution of the Library Faculty of the Indiana University Libraries at Bloomington, hereinafter referred to as Constitution Article V, Section 1, the BLFC performs the following functions and such others, as it deems necessary:

- a. Initiate proposals to and consider proposals by the Library Faculty and library administrators and recommend appropriate actions.
- b. Create, staff, and dissolve ad hoc committees as necessary.
- c. Select and appoint committee members as provided in the By-laws.
- d. Fill vacancies for unexpired terms that occur in any committee or office except that of council member.
- e. Expedite committee reports, recommendations, and actions approved by the Library Faculty.
- f. Recommend allocation of available resources.
- g. Upon request, recommend members for appointment to bodies other than those of the Library Faculty.

2. Organization

According to the Constitution (Article V, Sections 2-4), the following regulations apply to the membership of the BLFC:

The BLFC shall be composed of nine members elected at large, the elected Bloomington Faculty Council (BFC) representative of the Library Faculty, and the Ruth Lilly University Dean of University Libraries, hereinafter referred to as the Dean. All shall be voting members. In the election for the at-large members, all librarians are eligible for election and all may vote. At-large members shall be elected for a term of two years and shall not be eligible for re-election until after a lapse of two further years. Each year the newly elected BFC unit #12 representative shall serve a one-year term on BLFC and also serve as the BLFC liaison to the BFC. As an ex-officio member of the BLFC, the BFC representative may not also serve as an elected at-large member of the BLFC.

If a BLFC member is unable to attend a BLFC meeting, any member of the Library Faculty may be selected to serve as a voting alternate for that meeting. Three consecutive unexcused absences is cause for removal of an elected member. The first alternate, the Library Faculty member with the next highest number of votes, replaces the removed member.

In the event that a BLFC member is unable to complete his/her term, the first alternate who agrees to serve shall serve out the unexpired term.

The Dean or his/her designee shall be the chairperson of the BLFC. A Secretary of the BLFC and a Secretary of the BLF is elected from among the second-year BLFC members at the regular July meeting. To assist the Secretary, each Council member may be asked to serve as Recording Secretary during the meeting year. A Parliamentarian of the Library Faculty and BLFC also shall be elected from among the BLFC members at the regular July meeting. Officers shall be elected for a one-year term and serve until their successors have been installed.

At the regular July meeting each year, two members of the BLFC shall be elected to represent the Bloomington campus on the Indiana University Libraries Faculty Council, hereinafter referred to as IULFC. Each of these representatives shall serve a two-year term. One of the two elected shall be a second-year BLFC member; the other shall be a first-year BLFC member. Any member of the BLFC may substitute for an elected Bloomington representative of IULFC and serve as a voting alternate. If one of the BLFC positions on the IULFC is vacated during the year, another BLFC member shall be elected to fill out the term.

3. Secretary of BLFC

The duties of the Secretary of the BLFC are to:

- a. Serve as a member of the Agenda Committee.
- b. Coordinate the preparation and distribution of comprehensive minutes of all BLFC meetings, complete final editing of minutes after BLFC approval, retain an official copy of them, in print and on the BLFC web site, and notify the Library Faculty of their availability. Minutes should be made available to the Library Faculty as soon as possible after approval.
- c. Call a special meeting of the BLFC upon receipt of a valid petition (see MEETINGS).
- d. Retain the certified tabulation of the election results, using it to designate replacements of BLFC members unable to complete their elected term.
- e. Prepare a summary of the actions taken during the preceding academic year by the BLFC and its committees and a report of the status of work in progress. The report should be completed by August.
- f. Distribute this manual to new members of the BLFC upon their taking office.
- g. Ensure that amendments to the Constitution and Bylaws are printed as part of the Bloomington Library Faculty Handbook and are added to the BLFC website.
- h. Ensure that revised and updated Library Faculty documents replace older versions.
- i. Validate BLF members eligible for service on the Peer Review Committee. With the Chair of the previous Peer Review Committee conduct a lottery to select candidates. Contact prospective committee members until the Committee is filled.

4. Secretary of BLF

The duties of the Secretary of the BLF are to:

- a. Maintain a current list of members and emeriti members of the Library Faculty.
- b. Call all regular and special meetings of the Bloomington Library Faculty.
- c. Call a special meeting of the Library Faculty upon receipt of a valid petition.
- d. Verify and record in the minutes, the presence of a quorum at each regular and special meeting of the Library Faculty.

- e. Coordinate the preparation and distribution of minutes of all BLF meetings, retain an official copy of them, in print and on the BLFC web site, and ensure their distribution to the Library Faculty by some appropriate means.
- f. Serve as a member of the Agenda Committee of BLFC.

5. Recording Secretary for BLFC Minutes

a. Responsibilities and Guidelines

- i. At the beginning of the Council year each member of BLFC will volunteer to take notes and prepare minutes for one or more Council meetings.
- ii. The BLFC Secretary will keep the list of volunteers and notify the Recording Secretary in advance of the meeting
 - At the meeting:
 - (a) BLFC Secretary will provide the Recording Secretary with a roster of members
 - (b) The Recording Secretary will take notes.
 - After the meeting:
 - (a) Recording Secretary will write the minutes and forward them to the BLFC Secretary for inclusion on the agenda of the next BLFC meeting.
 - (b) Recording Secretary will send an electronic copy of the draft minutes to the person managing the BLFC web site to place in draft documents.
 - At the subsequent meeting:
 - (a) Minutes of the previous meeting will be presented for approval.
 - (b) Recording Secretary will note changes and corrections that are made.
 - (c) Recording Secretary will update the original electronic file and send the corrected version to the person managing the BLFC web site for posting to the completed minutes section.

b. Template/Outline for Minutes

Include names of all members present and those absent without a substitute. Include names of all substitutes for regular members, i.e. Judy Smith for George Jones. Include names of all guests. Include each agenda point as a header for the relevant section of the minutes. Write a summary of the discussion for each agenda point. Record motions, name of person making the motion, name of person seconding the motion, and voting results. Record time the meeting adjourns. Provide the Recording Secretary's name at the end of the minutes.

6. Agenda Committee

The Agenda Committee shall be composed of the Secretary of the BLFC, the Secretary of the Library Faculty, the BLFC/BFC Liaison, and the Dean, or his/her designee. A CWA representative and a PA Council representative also participate in this meeting. The Agenda Committee generally meets one week in advance of the BLFC meeting. The functions of the Agenda Committee shall be as follows:

- a. Place all communications requesting Library Faculty action on the appropriate agenda.
- b. Determine and prepare the agenda for all meetings of the Library Faculty and the BLFC.
- c. Distribute the agenda and all documents to be considered to each member of the appropriate body.

- d. Establish and publish a calendar for the academic year which includes 1) BLFC meetings, and as far as possible 2) Bloomington Library Faculty meetings, 3) IULFC meetings, 4) Agenda Committee meetings, and 5) any other appropriate meetings.

7. Meetings

The BLFC shall plan to hold regular meetings each month on the first Wednesday of each month. The agenda shall be distributed before the meeting by the Secretary. Special meetings may also be called by the Dean or upon petition of four members of the BLFC. BLFC meetings are open to all members of the Library Faculty, and support staff representatives may be invited to attend. Six members of the BLFC shall constitute a quorum to conduct business

8. Committees

The standing committees of the BLFC are described in the By-laws. The BLFC may establish ad hoc committees as necessary.

During the first week of February of each year, the Election Committee shall request committee preferences from the Library Faculty. Appointments to standing committees shall be made in July and August to be effective September 1. The BLFC shall ask appointees to indicate acceptance of such appointments before August 15. Standing committee appointments shall be for two years with staggered terms, except for the Salary Equity Review Committee, whose members shall be appointed for a three-year term. It is the responsibility of the Council to indicate to its standing committees areas of concern on which committees may take action. However, the committees also may initiate projects. Discussion of committee charges shall be an agenda item for the BLFC meetings in July/August. The BLFC shall meet jointly with all newly appointed committee chairpersons at its regular September meeting, when committee charges, plans for possible projects, responsibilities of committees, and cooperation among committees shall be discussed.

For each BLFC committee, a committee report on work completed and uncompleted, plans and recommendations, shall be due by June 15 of each year. The BLFC Liaisons (see LIAISONS, below) are responsible for requesting these reports from committee chairpersons.

Committee proposals and reports shall be submitted to the Secretary of the BLFC, who shall distribute copies to all BLFC members. Such proposals and reports shall be placed on the next possible agenda for discussion and action.

9. Liaisons

BLFC members shall serve as Liaison members to each of the BLFC standing committees. Liaison members' responsibilities shall be designated at the BLFC regular July meeting. The role of the Liaison is to provide two-way communication between the BLFC and its committees. It is the responsibility of the Liaison to make informal reports of committee activities at each meeting of the BLFC. Liaisons are expected to participate in the work of the committee on which they are serving. It is also the responsibility of the Liaison to remind committees of annual report requirements and reports for Library Faculty meetings.

10. Council Archives

On alternate (even-numbered) years, as committee appointments are made, a Council Archivist shall be appointed for a two-year term. The Council Archivist shall maintain the archive of BLFC documents, committee reports, and other relevant information in good order. In addition, the Council Archivist shall retrieve and make available historical documentation from the Archives to members of the BLFC, its committees, and other librarians upon request.

11. Timetable

- a. July
Joint meeting of old and new Councils. Elect Secretary of BLFC. Elect Secretary of Library Faculty. Elect 2 Council members to serve on IULFC. Elect Parliamentarian of BLF and BLFC. Appoint BLFC committees. Assign Liaison member responsibilities. Alternate (even-numbered) years: appoint a Council Archivist. Review and discuss committee annual reports with committee chairpersons. Nominate librarians for service on Jenkins Award Committee
- b. August
Joint meeting of old and new councils at which summary of past year's activities and work in progress prepared by the outgoing BLFC Secretary is distributed and discussed. Identify projects and assignments for new committees. New committee appointments completed and accepted by August 15.
- c. September
Meet with new committee chairperson to discuss committee charges. Select/appoint the Peer Review Committee for Annual Merit Review. Include the Libraries' Fiscal Officer report on library faculty raises in the September BLFC meeting.
- d. November
Meet with the members of the new Peer Review Committee to elect/appoint a chair and to review the committee's responsibilities and calendar.
- e. December/January/February
Committee chairpersons deliver progress/status reports at any Library Faculty meetings held.
- f. March
Election Committee issues a request to the Library Faculty for committee preference/interest for the coming year.
- g. April
Election Committee conducts an election for IUL Faculty Review Board. Election Committee conducts nomination and election for BLFC. Election Committee prepares a slate of nominees for IUL Sabbatical Leave Committee, IUL Promotion and Tenure Committee, IUL Faculty Standards Committee, and Research Committee, then submits it to BLFC.
- h. May
After BLFC has discussed nominations for IUL Committees, BLFC Secretary forwards names of nominees to IULFC Secretary-Elect. BLFC Secretary forwards results of election for IUL Faculty Review Board to IULFC Secretary-Elect.
- i. June
Election Committee submits a slate of potential BLFC Committee members to BLFC Secretary. Committee Liaison members request annual reports from committee chairpersons.