Communications Clearinghouse Meeting
September 28, 2012
Minutes

Present: Tess Gibson, Tim Nutt, Deb Kulczak, Lora Lennertz Jetton, Beth Juhl, Molly Boyd, Judy Ganson, Jeff Banks

Gibson and Nutt summarized their meeting with Dean Carolyn Allen regarding questions about the Clearinghouse. The Dean confirmed that if the group wanted to change its charge, it could do so. Juhl noted that it was confusing with three groups having the same charge. Ganson said that the group was a place where everyone knew what was going on. Banks noted that proposals/conflicts could be worked out in the Communications Clearinghouse before being submitted to the Administration Group. Banks also noted that projects could be coordinated, open channels of communication, and deconflict potential problems within the Clearinghouse meetings. It was noted that when issues are identified someone could be appointed to work on conflicts, and thus facilitate communication.

Gibson said that ILL materials for in-library use will be picked up at the Circulation desk instead of in the ILL Office. She also noted that no items will be placed on the return shelf unless the due date has passed. Juhl remarked that everyone who works the reference and circulation desks should be made aware of this change. Gibson said that the library listserv could be used to communicate it to everyone. Discussion ensued as to whether there needs to be one list rather than two (UA Libraries List vs. Learning Commons), which would eliminate the decision as to who to send it to. The group was in favor of killing the learning commons list. Lennertz Jetton offered to facilitate discussion of this with Donna Daniels, head of Reference. Juhl suggested there be an archives where people could search for previously posted announcements.

It was noted that there should be a representative on the Clearinghouse from Circulation since the projects in that area impacts others. Gibson will discuss this with Tim Zou, Head of Access Services. It was also noted that perhaps it would be beneficial to have a faculty senator on the Clearinghouse. Nutt noted that Dean Allen said that a representative of the faculty non-department heads was not needed since the Faculty Concerns Committee filled that role.

Ganson suggested the Clearinghouse solicit agenda items from other committees. Juhl remarked that the Clearinghouse should sponsor an open forum where folks could report on University committees or strategic initiatives.
Juhl noted that the III system went down. A telephone tree needs to be in place and training sessions scheduled to inform faculty and staff. Juhl will handle training and she and Elaine Contant will work on a process of reminding employees on how to handle downs in the system.

Banks noted that there needs to be training on how to create lists in Sierra.

Boyd noted that there will be a farewell party for Angela Black.

Banks suggested the compilation of a comprehensive list of committees that library employees serve on. Lennertz Jetton will send out email requesting the information.

Respectfully submitted,
Tim Nutt