University of Arkansas Libraries, Fayetteville, Arkansas
Staff Monthly Meeting with the Dean
October 20, 2014

Facilities Report
Marco de Prosperis reported that the asbestos abatement and ceiling re-painting project on level four began on October 6 as scheduled with safety and precautionary measures such as the installation of a closed, tented area. Repainting will begin the week of October 27. The scheduled date of completion on the fourth level is November 7-14, then crews will move to level one.

Special Collections experienced another water leak; repair will begin in that area on November 5-7. Facilities will be installing new sensors this week throughout Special Collections that will measure temperature, humidity, and moisture, and should make it easier to more accurately monitor conditions.

The stain on the east portico columns was caused by water entering into a wall, rusting a steel structural member, and then exiting underneath the fourth floor windows, leaving a rusty stain down the column. Facilities Management described a lengthy repair involving removing a wall.

Collection Management Services & IT Systems Report
Judy Ganson reported that the University finally reached an agreement with Adobe to obtain licenses for their various products, and upgrades were being installed on individual computers. Windows 7 is required to run the Adobe products, so Systems is making those updates concurrent with the Adobe installs.

Innovative will launch a Sierra upgrade on October 22 that will improve “create list” functions.

The Libraries are a member of the Western Regional Storage Trust, which is a large group of academic libraries including GWLA, California library system, basically the western half of the United States, dedicated to maintaining print copies of journals now available electronically through JSTOR. As “archive holders” in the group, we agree to maintain print copies of specified journals until 2035; this ensures regional access to print copies for interlibrary loan.

In fiscal year 2015, the materials budget will increase to more than $6 million, largely due to the increase in the student fee, which reached its full phase in with the fall 2014 semester. We have a gift collection to process that totals more than 100 boxes of materials. Staff will conduct a clean up of LISA in November, sorting through and discarding some of the material that is stacked up to make room for more organized collections.

Judy reminded everyone of the United Way campaign, over halfway completed, with around a third of library personnel responding. She asked everyone to please turn in their cards, noting that one does not have to give a donation, but merely check the box and return the card.

Judy asked everyone whether there were any outstanding computer or computer related requests that were not filled.

Academic and Research Services Update
Lora Lennertz reported that Access Services is moving books; some call numbers will not be available during the renovation / restoration on the fourth floor. The list of these call numbers is available on the Website and are noted in Map It! Some carrels and studies are also not available.

The Libraries installed new electronic hole punches in the lobby area and in Periodicals.

There will be SIPX training for course reserves & copyright on October 21.

The second KIC scanner installed near the print release stations is seeing good use. Please notify patrons of its availability if you see a line at the first KIC scanner station.

Access Services is developing a training manual, which will be a campus guide limited to library employees.

Interlibrary Loan loaned 10,019 items, borrowed 10,808 items, retrieved 248 items from storage, and filled 637 RazorRush requests last month. Staff are working to establish a personnel workflow so that requested items may be scanned at LISA rather than moved back and forth between the two facilities.

Ask-a-Librarian is now being hosted on a new software, LibAnswers, which provides FAQs and prompts users when they begin typing in the search bar with commonly searched terms, topics, and phrases.

The student poster presentation event will be on November 14 in the two reading rooms in Mullins Library. The theme this year is “From Abstract to Concept.”

There is a new projection system in Mullins 102; instructions for how to operate it is on the website.

We are participating in a research project for GWLA measuring library instruction in freshmen courses and retention. We are gathering data on instruction classes; grades and retention will be provided by the registrar’s office, according to FERPA requirements.

Lora’s division is developing training materials for instruction and reference, beginning with graduate assistant training. The Communications Clearing House will review the materials during their next meeting.

Lora thanked the search committees currently working to fill openings in her division; she asked everyone to please attend the presentations by each candidate and provide feedback, as this is important to the hiring process.

This is Open Access Week, and there is a LibGuide on Scholarly Communication and Open Access. It is also Chemistry Week with a theme of “The Sweet Side of Chemistry—Candy.” Luti has a poster on that theme in the Chemistry / Biochemistry Library.

Rachel Hall is the new staff member in Performing Arts & Media. Tim Zou is currently shifting departmental space to make room for more DVDs. Lora reminded everyone of the streaming video platforms now available and invited them to try them out and make use of them.

**Human Resources Update**
Richard Ray will host a benefits review in the Libraries. The health premium will increase 5%, the pharmacy co-pay will increase to $15, with $80 co-pay for non-preferred.

The current job searches include the User Experience Librarian, the Business Librarian, the Audio Visual Archivist, and the head of Instruction and Outreach.

The classified staff evaluations were due last week; please check that changes were saved properly when you edit the overall rating.

Shannon Haupt of EOC resigned; her duties are being performed by Jonelle Diaz, who can be reached at 575-3333.

**Dean’s Update**
Dean Carolyn Allen noted that the last academic deans’ meeting consisted of administrative matters that were not pertinent to our staff. The official enrollment count was 26,237. The student/faculty ratio remains 17:1. An increase in enrollment is good for the libraries because the increase in student fees means more money for the materials budget. The projected fee income for this year is $1.6 million.

The dean will present to the Faculty Senate in November on the state of the Libraries.

**Updates and Reports**
Stephanie Freedle reported that the Staff Senate is conducting a campaign now through the end of November to provide food for the Full Circle Food Pantry. The part-time employee award is due on October 31 and is available on the Staff Senate website.

Cat Wallack reported that Archives Month in Special Collections was a success.

Trent Garner reported that IT Services had installed battery back-up clients for the servers to insure uninterrupted service and rebooting during power glitches.

Lynaire Hartsell reported that ALPS is hosting a one-day workshop at the State Library in Little Rock on managing stress in libraries, including everyday stress, retirement, etc. Registration is due by October 31 and is $5. She is going, and if anyone else wants to carpool, please contact Lynaire.