University of Arkansas Libraries, Fayetteville, Arkansas
Staff Monthly Meeting with the Dean
December 16, 2013

Freedom of Information Act
Jeff Banks gave a basic overview of the Freedom of Information Act and our responsibilities under this law. It was established so that citizens would know what people were discussing in meetings, and extends to the University of Arkansas as a state-funded institution. It requires us to surrender upon demand any day-to-day employee use of resources, including work done on computers. Your work computer is university property and any information generated by or sent through that computer is subject to surrender under Freedom of Information.

Personnel files are private unless you are terminated or suspended, then the basis of that termination or suspension can be requested and surrendered. Students are not subject to the same scrutiny as employees, especially email.

A FOI request must have a clear topic and scope; it is not meant for blanket subpoenas. Human Resources handles staff and student requests while the University Relations handles all press FOI requests. Report all FOI requests immediately, as there is a swift turnaround time on them.

As public employees, we are held to an open standard. We should always keep that in mind.

Inclement Weather Reporting
See Human Resources if you are trying to avoid taking extra leave hours this winter break. There will be sixteen hours of leave time charged during the holiday closing.

Facilities
Sheri Gallaher reported that the Staff Lounge carpet was just shampooed. She reminded staff that the kitchen and Staff Lounge are self-bussing areas and not to leave dirty dishes in the sink or on the counter. She advised staff to clean them or put them in the dishwasher, which is run regularly. Dirty dishes will be thrown away, not cleaned.

The sink in the kitchen is limited in capacity due to the ice maker. It backed up on the floor during the holiday party. The solution is not to overfill the sink with water.

Level 1 Bay 1 has all of the shelving removed (thanks to Jimmy Ray Jackson and his crew). Staff are cleaning up that area and soon seating will be installed. The Level 4 bay project will begin next semester. Construct a wall with an access for graduate students only for a quiet study space. Sheri is uncertain how the access mechanism will work, but will share that information when she knows more.

Sheri reminded everyone to clean up their areas before the long break, to empty and clean cups, dispose of all food, throw out flowers, etc. Empty mini-refrigerators if you have one.
Defrost them, turn them off. Shut down all electronics. Everything must be out of the staff refrigerator by 3:30 p.m. on Monday so that can be defrosted.

**Remnant Trust Exhibit**
Dean Carolyn Allen described the Remnant Trust exhibit that will be coming in January. Molly will send an email about it and the exhibit catalog to the listserve. We sent this information to the faculty on campus. There will be 44 items in the exhibit. A calendar of events will be available for staff and the campus that will include volunteers who are available on a given day to show materials during the assigned two hours, class visits, and professor lectures.

**Student Appreciation Program**
Lynaire Hartsell is looking for suggestions for student appreciation. There are national student awards; we can tag onto those and do them the week we do the goody bags for finals. She is looking for suggestions for appropriate appreciations, including departmental recognition. The Staff Concerns Committee will work on a proposal and need a minimum of two suggestions for implementation.

Announcements
Stephanie Freedle graduated from library school.

Krista Oldham graduated from the Student to Staff program from ALA.

The Staff Senate seeks nominations for the Employee of the Quarter Awards. The due date is January 15.

Thursday is the last day work study students may work this semester. You must have prior approval from Human Resources to schedule them to work during the interim; their financial aid must be checked for eligibility.

Lora Lennertz Jetton thanked those persons who opened the libraries during the inclement weather period for the university. Staff are now working extended hours and have scheduled “study breaks” for this semester. The cookies and coffee from 10 to 2 had more than 500 participants.

Carolyn Allen will have a budget meeting on Friday. This is the second year of the bi-annum, which means no budget increases for next year. The student library fee will replace funds that the university has been giving us to tide us over, so there will be no change in funds. We have to live within our existing dollars. There will be no new positions, no increased wages, no additional equipment, which sets up back compared to our peer group. However, this should have no impact on our ability to function. We may have to consider what things are critical to operations and what are not. These should be figured out in January rather than March or April. Do not submit requests for non-critical items.
Dean Allen thanked everyone for their tireless efforts on behalf of the Libraries this year. Our staff are extraordinarily dedicated, and she appreciates their efforts.