Dean Carolyn Allen thanked the staff for their cooperation and participation in Clean Out Your Office Day. She has visited some spaces that were significantly transformed. She thanked everyone for their efforts and stated there may be future clean-up days.

Human Resources
Jeff Banks reported on the cost of living and merit raises. Staff should have received letters last week describing their allotment. Cost of living raises were across the board, but merit raises were tied to the annual reviews, with “exceeds expectations” receiving higher payments, and each scale below that receiving set amounts.

The Cross Training Task Force completed their work, and a policy has been posted on All Forms / All Policies on StaffWeb, http://libinfo.uark.edu/webdocs/humanresources/CrossTrainingProgram.pdf. The policy describes three levels of cross-training: informational, which is the knowledge-sharing level at 2 hours per week workload for approximately six months; in depth, which is a ten hour per week level lasting eight months; and job sharing, which is ten hours per week for one year. Each of the levels will allow staff to build the depth of knowledge of library services. David Lacy and Lee Holt have experience cross training in Interlibrary Loan and Circulation. Those interested in applying should first negotiate their request with their supervisor. The criteria are that the request will not harm or short-change the home department. After discussing with the supervisor, the applicants should fill out the form also posted on the StaffWeb at http://libinfo.uark.edu/webdocs/humanresources/CrossTrainingForm.pdf. Requests are being accepted now. Following one’s cross-training term, one should fill out the feedback form, so that an ongoing evaluation can be made of the programs benefits.

Human Resources continues to look for training opportunities in which staff might be interested, and have scheduled and ALA webinar for Thursday, at 1:30 p.m. in 486 on Library Customer Service. Everyone interested is invited to attend if other duties allow.

The Assistant Head of Special Collections job posting has closed, and the search committee will begin Skype interviews with top candidates. The English and Communication Librarian position was posted last week. The Human Resources staff are working out details with one of the candidates for the Director for Administrative Services for hiring. A position for the lending side of Interlibrary Loan has been posted.

Facilities
Sheri Gallaher reported that the information kiosk that was going to be installed in Mullins Library has been moved to the Northwest Quad dining hall area. Another will be installed in the Union. Staff should direct people to either of those two locations when they request to post
information about upcoming events. The bulletin board has been removed from the west entry of Mullins Library, in preparation for the installation of two additional café tables and chairs. Staff should direct persons with food or cell phone calls to those locations, as happy medium between asking them to leave the building to eat or conduct disruptive calls. Staff will be posting posters throughout the building that describe the food and drink policy to give staff some leverage when negotiating with patrons.

Equipment requests are due June 20.

In an attempt to identify the water leak in Acquisitions, Fayetteville Glass will begin removing glass panels on Level 3 one by one to determine the source of the leak, and will be recaulking the panels as they go. This project is scheduled to take one week, depending on the weather and will involve blocking of areas near the HG range.

As the Vol Walker project nears completion, contractors will be power washing the east side of Mullins Library and finishing landscaping, which will necessitate the closure of the east entry and sidewalks. Hopefully this project will be completed this weekend, June 22-23.

Sheri does not know where the Senior Walk will be relocated.

Sheri has no updates on the Union mall renovation project or the storage facility project.

Dean Allen reported that the library fee was approved by the Board of Trustees, and is projected to be $600,000 next year, which will not cover the serials inflation costs.

She also asked everyone to pay careful attention to activity and staffing for the intersessions as the administration is evaluating the campus-wide costs for the intersession classes and need accurate data on which to base future decisions.