University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting 10/24/2013

Present: Stephanie Freedle, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, Lisa Lindsey, Elsie Nguyen, Robin Roggio, Jeremy Smith, Ellen Williams

Stephanie—Physics has received its new Macs and PCs, but the tables for them haven’t arrived yet. Sheri is trying to track them down.
> in the process of shifting to make room for the new computers, a shelf had to be taken down. They will need Jimmy’s help to reattach it once the tables are in place.

Kareen Turner—I LL has 2 additional returning students. Lending has been really busy.

Staff Senate (Stephanie)—Be thinking about members of your staff and colleagues who could be nominated for Employee of the Quarter. The Staff Senate wants to encourage nominations.

Lynaire—Periodicals has a returning student who just got work/study. He will help provide coverage when other staff is out on Mondays, Wednesdays, & Fridays.
> Reference questions have been really down. When the staff is helping patrons, it’s usually with copier/scanners or the microform machines.
> However, the Periodicals Reading Room and the computer lab have been full.

Elsie reminded us that flu shots will be given tomorrow between 9:15 & 11:00 a.m. in Room 486. Consent forms are available next to Kathy Riggle’s door. Complete one and take it with you. If your insurance is through UMR, take your card.
> The next session of Sexual Harassment Awareness training will be next Wednesday, the 30th, 3:30-4:30 p.m., Room 104.
> The University’s Health & Benefits Fair will be November 13th, 9:30 a.m.-1:30 p.m. in the ARKU Ballroom.

Jennifer Rae is working on:
> promotions for extended hours (which begin in a few weeks)
> a press release about the manuscript collection Ray Thornton gave the Libraries
> an exhibit about Greek life at the UA for the Walton Reading Room exhibit case

Jimmy—Stacks has been doing “stealth shifting” to create free space on Level 3.
> If you see errors on range labels, please let Jimmy know.

Ellen is setting up the music binding table. The folders they’re using aren’t working very well, so they’re trying to find another option.

Lisa—Serials has processed 1023 microfiche this month.
> Jefferie Renegar started work Monday, September 30. She was introduced during the meeting with the Dean on Monday.
The 2nd open position has been filled (but not yet announced). Start date will be November 4.
Serials has just had a 2nd student worker return.

Robin—Ill was busier during Fall Break than during a regular week. On behalf of the Staff Concerns Committee she reminded us that the Fall Festival will be on October 31st. Signup sheets have been posted.
The Film Committee is discussing & choosing the films for next spring. They're considering French & Spanish films.

Jeremy—Chemistry/Biochemistry has gotten new chairs & 2 new fancy marker boards. New computers are on the way!

Next month’s regular meeting time would fall on Thanksgiving. The meeting will be on the 3rd Thursday, November 21, 2:00 p.m., Room 486.

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