University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting 11/20/2014

Present: Stephanie Freedle, Gale Golden, Lynaire Hartsell, Jimmy Jackson, Lisa Lindsey, Elsie Nguyen, Rachel Paul, Robin Roggio, & Ellen Williams

Stephanie—PHYS
PHYS has been busy, as normal.

They emptied out the tables and chairs for the INBRE Conference to hold a poster session last weekend.

Stephanie will be out a couple of days in December.

Gale—FAL
FAL has been busy, surprisingly busy.

They’ve been having internet problems & printer network problems.

They’ve also been having problems with printer paper jamming. They’d been advised to let the paper run out before adding any more. Discussion ensued about whether to do that or to refill each morning. Some people indicated they let the paper run out. A suggestion was to put new paper in the printer beneath the paper remaining in the tray, and riffle it so it wouldn’t be so likely to stick together.

Elsie—HR
There are only a few days left for Benefits open enrollment.

Evaluations for work/study & hourly employees will be due December 11. Forms will be distributed soon.

The last day for students to work is December 19.

If you have students who want to work during the interim, check with Kathy for verification of their spring awards & class enrollment before they begin work.

Ellen—Binding
Diane’s & Natalie’s computers have been upgraded to Windows 7.

The Bindery software isn’t working with Windows 7, so they’re waiting for an upgrade from the Bindery.

Ellen hopes to get a combination November/December shipment sent out.

Rachel—PAM
PAM has a new mini pc for room 104 to fix slow login; the room will be painted; and the projector window will be covered.
A thank you to Jimmy and the guys in shipping/receiving who helped us move cabinets and install shelves along two of our walls.

We offer two streaming services (VAST and Kanopy) that are available from PAM’s watch and listen tab.

We just ordered 37 international films from Film Movement.

Camtasia Studio 7 software has been installed on the PC connected to the scanner for department projects and public use.

We’ve had some software and logistics problems with our concert recordings project but I expect those to be cleared up tomorrow, or at the latest, next week.

**Lisa—Serials**
Lisa will be on vacation November 24-December 1 (back on the 2\textsuperscript{nd}). She’ll also be out the week before Christmas.

Beth will handle any Serials Solutions problems.

Brittany will handle any e-serials problems.

Ashley will handle any print serials problems.


Lisa has finished checking references on applicants for the technician position that just closed.

The microfiche barcoding project is still on hold.

**Jimmy—Stacks**
Facilities has finished the abatement & painting on Levels 1 & 4. Level 1 is back together.

Stacks is about $\frac{1}{4}$ done putting Level 4 back together—their goal is to finish by finals.

The HC call numbers that have been moved to Level 1 will stay there for at least a year.

In answer to a question about finding office doors unlocked at the beginning of the day, Jimmy said they can be reported on DeskTracker (if your version has the “Other” tab).

**Robin—ILL**
Illiad has had e-mail issues: some new UITS security is marking batch e-mails as spam, so some patrons aren’t getting their pickup & reminder notices. Trent is working on it.

Micah’s computer was just upgraded to Windows 7 & it’s now having Illiad issues.

Robin will be on vacation November 24-25 (back on the 26\textsuperscript{th}).
The Film Committee still exists, but the film series has been put on hold indefinitely because of logistical problems. The committee is trying to find other options.

**Lynaire—Periodicals**
The Graduate Student Research Poster Competition was held last Friday in the Periodicals Reading Room (& the Walton Reading Room). It was very busy.

The second Periodicals Desk computer & the staff computers were upgraded to Windows 7.

**Staff Senate report from Stephanie:**
The Staff Appreciation Picnic will be May 21st. The Staff Senate is working on improving the flow (over the last picnic).

She reported on reactions to the establishment by the UA Board of Trustees of the University of Arkansas System eVersity. The Faculty Senate passed a resolution against it. You can find a pdf of the resolution by searching “University of Arkansas eVersity Faculty Senate.”

The End of Semester (EOS) State of the Library (SOTL) event will be on December 4.

The next meeting would be scheduled on December 25th, so we’ll meet on the 18th.