University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting 12/19/2013

Present: Chyrel Banks, Stephanie Freedle, Gale Golden, Lynaire Hartsell, Jimmy Jackson, Stacy Kincaid, Karen Myers, Elsie Nguyen, Bridget Penrose, Robin Roggio, Jeremy Smith, and Kareen Turner

**Stephanie** thinks Physics is getting tables today for new computers

**Jennifer Rae Hartman** asks that we give her a little extra lead time if we need PR from her, since she currently doesn’t have an assistant.

**Elsie**—reminder: today is the last day for work/study staff to work.
<If work/studies want to work during the interim, they need to see Kathy Riggle.
<Evaluations of work/study employees are due.
<A notary public is available at First Security Bank from 10:00-3:00.
<If you have personnel files to discard, give them to Elsie for shredding.

**Jimmy**—Stacks finished taking down the shelving in the bay on Level 1. Facilities still needs to remove the bolts.
<They will resume removing Level 1 items (not M or N call numbers) to LISA.

**Stacy**—two new Macs have been installed in PAM.
<Printing is OK now.
<PAM will be getting only spot painting, but no color at this time.

**Bridget**—Cathy Hooper has retired. Since only Renee and Bridget are in Government Documents now, you might call the office to see if someone’s there before sending patrons up.

**Karen**—Norma Johnson and her intern devised “study breaks” for students during finals
<John Riley and his wife have a new son, named Johnny

**Gale**—the new FAL employee, Aiden Guzman is doing really, really well.

**Jeremy**—Chemistry/Biochemistry is supposed to be getting new computers tomorrow morning.

**Kareen**—ILL has 2 work/study employees approved to work during the interim.
<They will stop lending tomorrow afternoon or Monday morning.

**Robin**—ILL Borrowing has stopped submitting requests but is still receiving articles.

**Chyrel** and **Lynaire** had no reports.

Next meeting will be January 30.