University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting
9/27/2012

Present: Chyrel Banks, Angela Black, Stephanie Freedle, Sheri Gallaher, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, David Lacy, Molly Moore, Kathy Riggle, Jeremy Smith, Geoffrey Stark, Kareen Turner

Since Lisa Lindsey and Case Miner were both out, Stephanie presented their items.

Lisa will be out through October 7. With Lora teaching, they may be slow getting to room reservations. Lisa assured that they will get done.

Case is still seeking replacements for Britton and Cody.

Stephanie reminded us about the Physics Library open house on Friday, 9/28, 2:00-4:00 p.m. She and Physics Librarian Kathleen Lehman will be presenting at the ArLA Conference on the morning of October 15.

David reminded us that the freight elevator is reserved for deliveries in hopes that parts won’t wear out before replacements can be found. He said that he and Lee Holt are enjoying working for Circulation and indicated that they’re willing to learn if other departments want to train them.

Sheri announced that work on the roof on the east side of Mullins will start next week. The old roof will be removed and a new one will be laid. The work will be done in sections. The workers have promised to complete each section before quitting for the day. Even so, if you notice any leaks, notify Sheri immediately. There will be noxious fumes, so be prepared for complaints. She said that we’re still having air handling problems on the north end of Levels 2-4. Mullins will soon have some new occupants: the instructional design staff from Global Campus will be moving into the office suite next to the Walton Reading Room. Some rearranging is taking place in the Development suite. The schedule is unknown on the kitchen remodel. If the work can’t be completed by early December, it won’t be started until after the holidays. She requested that we help keep traffic aisles open by returning chairs, tables, and beanbag chairs to their original positions.

Jennifer Rae and Molly Boyd will be attending the library communicators’ conference in Philadelphia on October 14-15. Archives Month is coming up in October. There’ll be an event on the 17th. Angela’s party will be on Thursday, October 4. (Her last day will be October 9.) Juana Young’s retirement reception will be in November. Jennifer Rae is working on articles about Library Services and about Tim Nutt’s appointment as Head of Special Collections. She’s making “Group Study” signs for the “movable furniture” bays on Level 4. Some patrons don’t seem to understand that group study is encouraged in those areas and there may be some noise. She reported that the consultant group M Stoner has recommended changes be made to all UA websites. Our website will have to be changed accordingly.

Kareen—ILL will be doing a 3-day in-house posting for the Borrowing Supervisor position.
She will be on vacation October 13-21.

Amy Allen is working on a special project using the scanners in ILL.

Molly—Serials is barcoding microfiche and microfilm.

Angela—ERM is in a holding pattern, awaiting a decision. CASE, an Innovative Interfaces product, is not to their liking. Of SerialsSolutions, she said, “It’s a Cadillac, with a Cadillac’s price.” Ebsco’s A-Z has some good features, but Ebsco wants to sell it with a piece we don’t need.

Serials will begin using a URL checker on free subscriptions. It will send a report on any broken links, which staff can then fix.

Arkansas online serials are now on the new server, Cluseau, and are listed alphabetically by title.

Work continues on boxing, labeling, and moving some of the Special Collections (arkfl) newspapers to LISA. There are about 60 titles and SPCO is running out of space for them.

Jeremy—About 20% more students are coming in the Chemistry and Biochemistry Library than at this time last year, and checkouts are up. The students seem to like the additional tables.

Geoffery—Ernie Dumas will be the featured speaker at the Archives Month event October 17.

Chyrel reminded us of registration deadlines:
- ArLA Conference—September 28. Contact Lynne Dunigan if you’d still like to register.
- ALA Bundled (ALA Midwinter + ALA Annual) registration closes on September 30.
- ALA Midwinter registration begins October 1.

Jimmy—Level 1 is a mess where shelves have been removed. He doesn’t know what will be involved in removing the remaining bolts from the floor. Farmington and Lincoln Public Libraries want some of the shelving that’s being removed.

Kathy—The Search Committee for the Cataloging Librarian will have its first meeting on 9/28.

She reminded us of the employee development session entitled Communicating in Potentially Emotionally Volatile Situations the Libraries are hosting on Monday, October 8, 3:00 - 4:30 PM in Room 104. This workshop takes a customer service approach and is designed for those dealing with both internal and external customers. The participant will learn the critical components of communication, the warning signs of escalating behavior, dealing with angry responses, dealing with potentially violent people and dealing with emotional responses. This session will be open to all campus employees. If you are interested in attending this session, please register on the Employee Development Program site at http://hr.uark.edu/tcal.asp?EventID=3121.

Flu shots are scheduled for October 17, 9:15-11:00 a.m. Let Kathy know if you and/or your student workers want one. Pick up the appropriate paperwork from the file outside her door.

Let Kathy know if classified staff miss 3 or more days. That could indicate an FMLA event.

Classified evaluations are due October 8.

The Library 2.0 Virtual Conference is next week, October 3 & 4.

The next Operations Group meeting will be October 25, 2:00 p.m., Room 486.