University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting
1/31/2013

Present: Chyrel Banks, Stephanie Freedle, Sheri Gallaher, Gale Golden, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, Stacy Kimbrough, Lisa Lindsey, Elsie Nguyen, Robin Roggio, Jeremy Smith, Geoffery Stark, Kareen Turner, Carol Warriner, Ellen Williams

Stephanie—Physics has been very busy.

Lynaire—still has a gaping hole in the work/study schedule. Elsie is trying to find someone to take the needed hours.

Gale—has 2 new work/studies this semester. FAL is the proud home of a new double-sided printer. It will save students $.03 when they print on both sides of the paper.

Kareen—ILL is now fully staffed. Marcus Romes and Kim Bannister were both hired. They both were work/study employees who graduated in December.

Jennifer Rae—Next events:
<Feb. 5—Fellini in February starts; movies will be shown in MULN 104 at 6:00 each Tuesday
<Feb. 8—Graduate competition will be in both Reading Rooms. Refreshments will be available. Remarks will be given at 1:00
<Jennifer Rae hired a new graphic designer, Kentrell Curry
<She would like to get together a small group of social-media savvy people to work on the Libraries’ Facebook page

Stacy—has 2 new work/studies in PAM this semester.

Robin—The 3rd Bookeye has been moved into the ILL office. It isn’t yet working.

Jeremy—had 3 work/studies leave in December; has hired 1 new one

Ellen—Binding had nothing to report (business as usual).

Chyrel—Business Services has a new travel app.

Jimmy—57 people have applied for the Circ position Matthew left.

Geoffery—Archives is really busy. Monday they had 2 classes in, with 34 people.
<Tim Nutt went to LISA today to look for space into which arkflat materials will be moved. That move will happen soon.
<Special Collections has a new Reading Room assistant, Wei Yang, a grad student.
Carol—has been extremely busy with course reserves and ILL.

Lisa—Serials is still working on smaller arkflat titles.
<They need a morning work/study.
<Lisa is on the search committee for the Catalog Librarian. They’re doing phone interviews now.

Elsie—is still looking for work/study employees, especially for morning shifts.
<Most of us have gotten our W-2s. If you haven’t gotten yours, call Patsy Cox (5-6831) after Feb. 11.
<Kathy Riggle has posted information on filing taxes this year.

Sheri—The roof project has been finished.
<The new refrigerator and stove will be installed next Monday. She hopes we can start using them Tuesday.
<Policies for kitchen usage will be posted in the kitchen.
<We’ll have a countertop microwave as well as the one over the stove.
<Dean Allen wants to revise the emergency procedures again.
<Feb. 11 there’ll be a meeting about redesigning the Mall area. Representatives from the Libraries, the Union, ASG, and other entities will be involved.
<Probably by Spring Break, we’ll have an electronic information kiosk in the west foyer of Mullins. The bulletin board will be removed when the kiosk is installed.
<At the request of ASG, the Dean has given tentative approval for drink and snack machines to be installed in the alcove behind the East Desk in Mullins. Library employees will not be responsible for refunds if patrons lose money in them.