University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting
10/25/2012

Present: Chyrel Banks, Stephanie Freedle, Gale Golden, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, David Lacy, Lisa Lindsey, Case Miner, Molly Moore, Bridget Penrose, Kathy Riggle, Robin Roggio, Jeremy Smith, Geoffrey Stark, Kareen Turner, Ellen Williams

Stephanie asked if everybody knows about the Libraries phone tree. Not everyone does and those who do don’t know where to find it. (The Emergency Notification Plan is different from the phone tree.)
> Students are working on Physics projects—if they come to Mullins, please refer them to the Physics Library.

Jennifer Rae reminded us of upcoming events:
  October 31, Halloween Party and Costume Contest
  November 8, Juana Young’s retirement reception at University House
  November 14, GIS Day—events will be in 102, 104, 486, & 487
  November 19, Argyle Day—if you Tweet, please help spread the word

Chyrel reminded us of registration deadlines:
  ALA Midwinter Early Bird registration ends November 30.
  ALA Midwinter Advance registration ends January 18.
> The University has clarified a policy on financial purchase records: such records for the current year and the past year need to be kept. Older ones can be shredded.

Ellen—Binding is pretty much business as usual. Cross-training continues for Serials and Binding personnel. Binding will resume sewing covers onto musical scores (date TBA).

Molly—Serials is almost ready to send the first Arkansas flat title to LISA.
> SerialsSolutions is updating the URLs each month.
> Angela’s position has been filled. Lisa Lindsey will start on November 8.

Case—two positions have been filled. Cody Hackett is the new Dale Bumpers Papers Project Assistant Archivist and Andrew Donovan is the Dale Bumpers Papers Project Processor. Having Cody and Andrew on board just this week has let them make progress. Case says they’ll meet their deadline. They’re waiting for supplies.

Geoffery—the Archives Month event was held October 17. The University of Arkansas Press was there and sold out of speaker Ernie Dumas’ book, Dearest Letty.
> Special Collections is working on scanning some of their finding aids into pdfs.
> SPCO’s website has been revised and looks totally new.
>Martha Parker is working on a project on apples and orchards in Northwest Arkansas. SPCO is helping her with scanning.
>SPCO is also doing some digital scanning to help researchers working on a grant to study French Colonial documents

**Jeremy**—Chemistry & Biochemistry Library has had 42% more people than this time last year.
>LaTi Salisbury will be at a conference next week.

**Gale** asked if anyone has WYH (Wash Your Hands) stickers—FAL is seeing lots of illness.
>Staff has begun scanning articles for Document Delivery & ILL.
>She thanked Jimmy for getting some shelves fixed.

**Kathy**—the Director for Academic & Research Services position (Alberta Bailey’s) is now posted on the Libraries website. The Search Committee is Judy Ganson, head; Elizabeth McKee; Beth Juhl; Tony Stankus; and Joe Candido (English Department).
>Admin Group is working on the posting for the Director for Administrative Services position (Juanita’s) and on naming the search committee for it.
>A new position for a Learning Commons night supervisor will be posted soon in-house.
>Significant dates:
  11/1, Signup for 2013 Benefits begins on webBASI
  11/1, 9:00-10:30 a.m., ARKU Ballroom, HR Forum
  11/8, 9:30 a.m.-1:30 p.m., ARKU Ballroom, Health & Benefits Fair
  11/12, 3:00-4:30 p.m., MULN 104, Benefits Briefing by Richard Ray

**Robin**—ILL is in the process of hiring a replacement for her former position.
>Be sure to sign up for the Halloween party.

**David**—everything’s fine in S & R; nothing new to report.
>He and Lee really like cross-training at the East Desk. They’d be happy to help in other departments as well.
>He mentioned some of the inaccuracies he hears in the spiels of campus tour guides.

**Lisa**—PAM is adjusting to the upcoming personnel change. The posting for her current position has been sent to the Provost.

**Karen**—ILL has just hired a new student worker, Jarod Satterfield. He’s learning quickly.
>Student workers are now being trained on tasks for both Borrowing & Lending.
>Anne Reynolds is leaving. Her last day will be Tuesday, October 30.

The next Operations Group meeting will be November 29, 2:00 p.m., Room 486.