University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting
11/29/2012

Present: Chyrel Banks, Stephanie Freedle, Gale Golden, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, Lisa Lindsey, Case Miner, Bridget Penrose, Kathy Riggle, Robin Roggio, Jeremy Smith, Kareen Turner

Stephanie—Students are actually using the Physics Library for checking out books. They’ve been busiest on Mondays.

Sheri—The roof project is coming along but will not be completed by December 1 as we’d hoped. She’ll pass on the new completion date when she gets it. Sheri has been designated as the new Building Executive, replacing Juana in this role. She is also the person to go to for the approval signature for all key card requests. If she’s not available, the other people authorized to sign for key cards are Dean Allen and Judy Ganson. The freight elevator has broken down and a technician has been called in. However, it’ll take two days for him to replace the brakes, and she isn’t sure when he’ll be able to start the job. The kitchen remodel is still scheduled to begin January 2. That week will be for demolition; Brian will be on hand for any problems that arise. Sheri will be out of the office until Monday, January 7.

Lynaire—Periodicals is busier earlier in the day than usual. Most of tables are full no matter what time of day. An additional microform reader has recently been relocated from ILL. At present it can only be used for reading microforms. She hopes to get the computer to go with it so patrons can scan images soon.

Lisa—Serials is still working on Arkansas flat titles. They’ve completed over a dozen. Those titles have been moved to Special Collections pending transfer to LISA. They’re continuing work on the microfiche barcoding project. If there are heavily-used titles that need to be done soon, notify Molly so they can reprioritize. Angela is making progress getting our holdings into SerialsSolutions so they can keep track of our electronic subscriptions. Molly is Co-Chair of the new Cross-Training Committee. The committee will have its first meeting sometime the first week of December, after Phil Jones returns.

Kareen—Ill is very busy. Applications are closed for the two open positions. Interviews will be held within the next two weeks. She hopes to fill the positions by the first of the year.

Jennifer Rae—Extended hours have started. If more of the small calendars are needed at service desks, let her know.
<The new art exhibit is online.
<Jennifer Rae’s design assistant quit: she needs more lead time on design work.
<This year’s film festival will be Fellini in February.
<The year-end State of the Library meeting will be on December 7, at 11:00 a.m.
Signups for participation will be posted soon.

**Jeremy**—Luti Salisbury hosted a webinar on November 28: the Special Libraries Association, Food, Agriculture, & Nutrition Division, Contributed Papers session. Three papers were presented and over 70 people participated. Luti co-moderated the session with Anita Ezzo from the Michigan State University. David Boddie and Jeremy provided technical support.

**Robin**—Ill is rearranging the office. The patron computer at the entrance has been removed. They hope to get an office computer that can be swiveled for working with patrons.
<Purchase-on-demand procedures have been implemented.

**Kathy**—Holiday schedule: December 24-27 are holidays. December 28 & 31 are charged to Annual Leave. If classified employees don’t want to use Annual Leave, they can work extra hours beginning December 1 and earn comp time. If an employee misses time due to illness during a week s/he works extra hours, s/he will need to see Kathy to recalculate the hours needed to be worked.
<Elise distributed the evaluation forms for hourly employees. They will be due December 14.
<December 14 is the last day work/study employees can work, unless they meet certain criteria which allow them to work during the interim. Contact Kathy for criteria.
<January 14 is the first day work/study employees can work in the spring if they aren’t working during the interim.
<The last day for Benefits Enrollment is December 7.
<If you want to enroll in an FSA or Dependent Care, you should do so by November 30 (tomorrow) to be sure you receive your new card(s) by January 1. FSA & Dependent Care Accounts require re-enrollment every year.

**Gale**—FAL once more can accept Razorbucks for printing when patrons have used up their PrintSmart quotas.
<They now have a printer attachment that will allow patrons to make double-sided prints.
<Phil has been out. He returns Monday, December 3.

The next meeting will be December 20, 2:00 p.m. unless an e-mail update will suffice.