University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting 7/25/2013

Present: Stephanie Freedle, Lynaire Hartsell, Jimmy Jackson, Stacy Kimbrough, Lisa Lindsey, Karen Myers, Bridget Penrose, Robin Roggio, Jeremy Smith, Kareen Turner, Ellen Williams

Stephanie announced that the Operations Group has been meeting for a year now. According to our charge, “The position of coordinator will rotate among members on a schedule determined by the Group.” The Group decided that the position will rotate every 2 years. Stephanie is willing to continue as coordinator.

No reports from David Lacy, Kathy Riggle, or Dennis Stephenson.

We anticipate that we will soon hear from Kathy about student workers for fall.

Gale—FAL has completed N-NK transfers to MAIN. Major thanks to Jimmy! >The UA will be filming an ad in FAL next Tuesday. >The new security system is supposed to be installed next Wednesday.

Stephanie—Physics is very quiet—nobody can get there because of construction. >She’s hoping to get some additional public access computers. >She and Kathleen Lehman, Physics Librarian, will be presenting “10 Commandments of Circulating Tablets” at the ArLA Conference on October 7, 4:00 p.m.

Lynaire—the Periodicals Reading Room will be closed tomorrow for work on the lights.

Karen has completed interviews for the open Lending position and is checking references. She hopes to submit the hiring recommendation to LHRO tomorrow. >ILL got a foot pedal for the Bookeye IV, but it isn’t installed yet. >ILLiad will be upgraded next Wednesday. >After that, there’ll be an in-house ILLiad tune-up on the 14th & 15th. If you’re having any issues with ILL requests, let Tess know.

Jimmy--Stacks is extremely slow. >He’s finished the N-NK transfers from FAL.

Stacy—PAM might get painted. It’s been over 20 years since it was last painted. >PAM computers are being replaced. >There are problems with the conversion of analog items to digital. >She’s working on converting Concert Recordings to streaming media rather than to CD. There are only 2 cassette tapes left to convert. >PAM has received lots of donations. >She attended an Alexander Street webinar. They’ll have a new platform online before the end of the year. >She reported a problem with a class leaving nutshell in Room 104.
Jeremy—CHEM is looking for a new hourly to work evenings. The current hourly resigned, effective August 20.

Lisa—Serials is still implementing Serials Solutions.
> She’s working with Cataloging to use 990-999 fields rather than paper forms for location notes.
> The Serials position is closed. Molly is working on the grid.
> Serials has processed 984 microfiche this month.

Bridget reported that Donna Daniels will be moving into the Government Docs Office, Room 488; Bridget will move to Room 489.
> Reporting lines are not changing.

Ellen is working on Binding shipments.
> She hopes to get the sewing supplies for music shifted.

Robin—I LL is supposed to be getting a RELAIS trial (for document delivery) in August.

Karen had no report.

Next meeting will be August 29, 2:00 p.m., back in Room 486.