University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Tuesday, April 17, 2012
Present: Carolyn Allen, Judy Ganson, Juana Young, Jeff Banks, and Molly Boyd.

Human Resources Updates
The Admin Group reviewed requested hourly staff positions for summer. Juana will review Public Services budgets and assess requested expenses.

The Head of Special Collections job has been posted, and Human Resources is now accepting applications, which are posted on Sharepoint for the Search Committee.

The University Archivist position has been posted, and Human Resources is now accepting applications, which are posted on Sharepoint for the Search Committee to review. After the resignation of Elaine Dong, Tess Gibson agreed to chair this search committee.

Two Business Librarians candidates will be interviewed on May 10-11 and May 15-16. A third candidate dropped out of the search. Human Resources will send a schedule for these interviews as soon as it has been finalized.

A job description is being crafted for the Cataloging Librarian position left open after Elaine Dong’s resignation. Cheryl Conway has a transition plan in place to cover Elaine’s departure.

The Admin Group reviewed the currently vacant PSB lines. The campus is currently making a sweep to recover and redistribute open budget lines for positions. Jeff will cross reference the open lines with the most recent budget request to make sure we do not surrender lines for unfunded positions that have the possibility of being funded if our budget request is approved. It is unlikely that other departments on campus will use the open librarian budget lines we surrender, unless they modify them to accommodate equivalent positions.

Campus Content Management System (CMS)
University Relations has adopted a new campus content management system to replace RedDot. We should participate in the campus CMS to the extent that it does not compromise our ability to deliver services and collections to our users. Because our Website is more extensive and complex than some others on campus, performing many functions and services, we may need more latitude to make the Web site function as we need it to deliver services. Function should not be sacrificed for a uniform style. The new system is not a higher priority than current Innovative projects for Web Services staff. Several Libraries’ personnel will attend the campus-wide training when it is scheduled, including developer training for Arthur Morgan, David Boddie, Joshua Youngblood, and Beth Juhl; and content provider training for Jennifer Rae Hartman, Molly Boyd, Joshua Youngblood, Beth Juhl, someone from Public Services, someone from Technical Services, and members of the Web Development Group.

Graduate School Poster Sessions
Todd Shields requested that the Libraries host the Graduate School poster sessions, comprised of 150 poster sessions and evaluators. These will be assembled on Thursday, February 7, and sessions will be conducted throughout the day on Friday, February 8. To determine if this is logistically possible, we need to find out what type of structures the posters will be hung on, whether they can be placed on top of existing study tables, and how many could be fitted in the exterior parameter of the third and fourth
levels and the reading rooms on the lobby level. Juana and Facilities will confer with Todd Shields and Diane Cook.

**Walmart Foundation Slide Presentation**
The Admin Group reviewed four slides created for the campus presentation to the new head of the Walmart Foundation on April 30. The slides present an overview of the Libraries, Special Collections, and make suggestions for funding opportunities.

**Reports**
Millennium will be down while Innovative Interfaces installs an Electronic Resources Management software on April 30. III trainers will be here in May. One of the features of the new software upgrade will be the ability to post license limitations for particular databases. Read more here: [http://www.iii.com/products/electronic_resource.shtml](http://www.iii.com/products/electronic_resource.shtml).

Beginning in October, Millennium will be upgraded to the next generation of software, Sierra, with the full upgrade completion expected in January.

The University is migrating to Sharepoint 10 on May 1. This will affect Search Committees and promotion reviews that are managed through Sharepoint.

The Provost is assembling a campus-wide committee to work on copyright issues. Lora Lennertz Jetton will co-chair the committee, which will look at streamlining campus-wide licensing costs, guidelines for copyright compliance, and establishing a central management for copyright issues. The committee will look at print and media requirements. The Libraries and the Multimedia Resources Center will collaborate.