University of Arkansas Libraries

Admin Group Meeting

Meeting Summary

January 24, 2008

2:30, Dean’s Office

Present: Dean Allen, Alberta Bailey, Ben Carter, Judy Ganson, Juana Young, Anne Marie Candido

Dean Allen informed the group that she has to present the budget proposal to the university administration in early February and that the directors will have to review needs and goals for the next fiscal year so she can make recommendations. She asked the directors to give her a list of their goals and needs for the coming years for discussion at the next Admin Group meeting on February 14. Anne Marie will then post the goals on the StaffWeb.

Juana distributed last year’s budget proposal, and the group revised some of the requests for personnel from that year, as well as equipment, projected operations expenses, etc. Dean Allen said that further discussions about proposed requests will take place at the next meeting.

Dean Allen inquired about the need for more Millennium ports and ordered staff licenses for two more ports. These will probably help relieve the shortage that some of the staff have been experiencing recently.

Dean Allen told the directors that she would like them to focus on the big strategic issues this coming year rather than on the more minor issues. She emphasized that the library as a whole has to be more strategic in the way we work. She would like the directors to consider how we can get more “thrust” in this organization toward what will be needed in the near and more long-term future.

Judy Ganson reviewed for the group the kinds of grant projects that the Andrew Mellon Foundation likes to fund, including digitizing scholarly materials, cataloging activities (including retrospective conversions, special collections cataloging, etc.), preservation, research activities (including user studies, and publishing (including support for book and journal publishing and documentary editions). She indicated that it would behoove the Libraries to take advantage of these opportunities. Dean Allen mentioned that the Mary Parler project would be a perfect one to pursue, as well as digitizing of our major special collections such as the Fulbright Papers. She suggested that Judy ask
Ethel Simpson for the proposal she wrote for funding the Parler Papers when she was working here.

Dean Allen discussed with the group the possibility of making the library into a multi-faceted facility as part of the remodeling and expansion project. Many other libraries have done this and have included their computing services, Honors College, student services, etc. She asked for a discussion with Susan Adkins about this very soon. Martha Guirl will schedule it.

There was a brief discussion about the possible need of a designated person from each library department to be a contact for computer software troubleshooting to help with timely resolutions of computer questions and minor problems. A setup like this would also help free up Systems personnel to devote their time to more major problems. These persons could be specially trained. Alberta pointed out that this was tried once before without a great deal of success, although at that time the designated persons were not specially trained. The possibility of implementing this kind of internal operation will be looked into.

Juana introduced the topic of re-purposing space in the Physics Library. Dean Allen suggested a site visit to the Physics Library to discuss furnishing, collection space, and access services. Juana said she would schedule a time for this site visit.

Anne Marie Candido / January 25, 2008