Admin Group
Meeting Summary
April 8, 2010
2:00, Dean’s Office

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

Jeff Banks reported on current job openings in the library, including three GA positions (engineering, physics, and GIS), two positions (Library Supervisor and a Library Tech) to work on the Bumpers Papers, a Library Tech in Cataloging (to work with Elaine Dong), and Head of the Physics Library. The search committee for Head of Physics includes Tony Stankus (chair), Necia Parker-Gibson, Marilyn Rogers, Jeremy Smith, and Professor Greg Salamo.

Jeff also reported that although not many employees attended the library’s session on generational diversity there was a good discussion. Dean Allen said she would like to see this offered again if at all possible so that more employees can attend. Jeff also mentioned that Megan Perez’s appointment will expire this fiscal year, and Sarah Spiegel will take over duties regarding content on the Diversity web site, while Mary Walker will be in charge of spending the yearly campus funds from the diversity book grant.

Juana Young distributed copies of guidelines that the University has in place for emergency procedures, and Dean Allen asked her and Alberta to be sure that whatever emergency procedures the Libraries have conform to the University procedures. Alberta will work to see that this is done, and then will submit the Libraries’ procedures to the fire marshals for approval.

Alberta Bailey distributed a draft of library hours for the summer, which included a proposal not to have any hours of operation on the weekends in the branches due to low use levels during those days and an increase in electronic resources. Dean Allen had reservations in particular about students not being able to access books from the art and architecture collection during the weekends, and she suggested that although the FAL could be closed on the weekends, at minimum some procedures should be put in place to ensure that students and other patrons can have access to the collections through a retrieval system of some sort. Alberta said she would talk with Phil Jones further about this issue. Since science faculty and students use almost exclusively electronic resources, and since faculty have keys to the branch science collections, she is not as concerned about these being closed on weekends as a result of low use data.

Alberta distributed copies of a draft of the Instruction Program Report created by the Instruction Collaborative in response to Goal V of the Strategic Goals for 2007-1010. Dean Allen gave the go-ahead to implement it but told Alberta she wants to be sure that all aspects of it, especially the assessment portion, is in conformance with University guidelines, if any, regarding faculty instruction assessment.