Librarian-In-Residence job posting
The Admin Group reviewed the wording for the Librarian-In-Residence job description. It was agreed to change the wording so that the capstone project would not be limited to the residency experience, as this is too narrow a scope for publication to aid in seeking employment. The expectation is that the residency will be for a minimum period of two years, preferably three. The professional engagement of the librarian should begin in the first year to deepen that experience, especially if the term is terminated after two years. The salary should be upgraded to the median beginning salary according to the ALA “Annual Salary Survey,” of $43,000. The second paragraph of the job description explains what the first paragraph only indicates generally. The qualification of “a demonstrated commitment to diversity” should be moved from “preferred” to “required.”

The Admin Group will define the structure of compulsory tasks for the librarian-in-residence prior to the beginning of his or her employment. There should be one defined area of focus regardless of interest or specialty. However the rotation is defined, one component should require the providing of service, not necessarily through reference. Even if a candidate focuses on technical services, the experience in service opportunities will weigh heavily in their candidacy for future employment. That portion of the rotation should be fixed; the other two rotations are more flexible. Once a candidate is chosen, his or her interests or specialties will be known and a schedule can be created for them. Delaware does the circulation experience first, then other rotations; whereas, New Mexico does reference first.

Search Committees
There are four pending job searches for the positions of librarian-in-residence, geosciences librarian, business librarian, and head of Systems Department. The search committees for those positions are appointed as:

Librarian-In-Residence search committee
   Necia Parker-Gibson, chair
   Angela Black
   Tim Zou
   Vera Ekechukwu
   Cedric Kenner, or another representative from the campus community in the diversity field

Geosciences Librarian search committee
   Kathleen Lehman, chair
   Deb Kulczak
   Jeremy Smith
   Cat Wallack
   Steve Boss, or another representative from the campus community in the Geosciences field

Business Librarian search committee
   Norma Johnson, chair
   Carol Warriner
   Tony Stankus
   Molly Boyd
A representative from the Walton College of Business

Head of Systems search committee
Beth Juhl, chair
Cheryl Conway
Molly Moore
Bobby Holleman, or another representative from the campus community in the department of UITS

A Libraries’ representative will request that the Business School and Geoscience provide a faculty representative for the search committees. Individuals from outside of the libraries will be contacted with the request to serve, and the department head and dean will be copied in that request. Libraries’ individuals appointed to Search Committees should make their work for the search committee their highest job priority to ensure a faster, more efficient flow to the hiring process. If an appointed individual cannot serve for any reason, such as being out of town too often, then he or she should be replaced to expedite the process.

For all new faculty and non-classified job searches, the supervisor and director will review the job description and requirements and rewrite if necessary, which will be reviewed and further refined by the Admin Group. The search committee will then be convened to review the job description with the director before the job listing is posted.

Digitization Plan
The Admin Group reviewed the Digitization Plan draft. Notes: Needs an overview of how digitization projects should be selected and managed, and the plan should also include a research component. Everyone who has anything to do with collections should be involved with identifying potential digitization projects. Final determinations will be made by the digital librarian, a position which has not yet been funded but which is identified in the plan, and Judy Ganson. Selectors might review and prioritize projects at their regular meetings. A sample of collections being processed should be posted online. Needs more definition in the planning process, the pursuit of funding.

First step is to identify funding sources to fill the digital librarian position; retain the current half-time scanner position, then bump to full time support staff as workload increases. Judy and the dean will work on the digital plan.

Operational Goal 2
Review of progress on 2011 Operational Goal 2: Retool services and collections programs—focusing on undergraduates. A) Support efforts in the prevention of academic dishonesty . . . The bones of this operational goal have been met. Judy will contact Beth Juhl to determine if we need to point to posted documents relating to academic integrity on the Website. Someone will contact the Quality Writing Center to ensure their needs are being met regarding this issue.

Facilities Update
The grand plan submitted for a month’s worth of improvements to the ductwork has been abandoned. The contractor sealed the ducts from the exterior; we will wait to hear from Facilities Management whether this is acceptable.

Personnel Updates
The Libraries’ Human Resources Department is hosting a campus Human Resources Forum in 104 at 2 p.m. The Forum will include Human Resources topics such as background checks and is open to Human Resources personnel and administrators.

Classified evaluations are completed, but two are being reworked.

Human Resources is planning a grant writing training session with Carol Gattis for mid July.

There will be forums next week to discuss the faculty and staff recruitment and search process. Jeff will review the process briefly, explain why the process includes specific steps, talk about the grid, and ask for feedback about the process. Staff will attend a morning session and faculty the afternoon session. The process should be reworked to explain how to deal with intangibles that make one candidate more qualified than another. Some candidates possess strong qualifications that are omitted in the “required” categories. We don’t want the framework to restrict us from hiring the best candidate. Focus on the quality of the candidate. It is important that the faculty and staff understand the rules and requirements for job searches; clarify recent changes in rules and regulations for them.