Admin Group  
Meeting Summary  
July 16, 2010  
Dean’s Office, 2:00  

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

Dean Allen opened the meeting by asking Jeff Banks to update the group on personnel developments. He mentioned that the search for a head of the Physics Library is winding down, and two candidates will be visiting the campus in the next couple of weeks. He also mentioned that the architectural archives position will soon be advertised since that position will be vacated by Ellen Compton (who will be working half-time in Special Collections for one more year in a different capacity). There are also three graduate assistant positions open in the areas of geosciences (esp. GIS), agriculture, and chemistry/biochemistry.

Dean Allen expressed the need for library supervisors to have some kind of supervisory training if they have not already had it. Such training should be mandatory. Jeff said he would look into the possibilities of what kind of training should be offered.

Dean Allen also brought up the need for better communication between supervisors and the respective directors. She recommends that there be regular meetings between directors and supervisors in their divisions. She hopes this might combat any existing communication problems. It is important that when there is a new initiative or a new development that all supervisors in their division are in the know about all issues and developments relevant to them at any given time.

Dean Allen indicated that she is not anticipating any changes in the budget this year and that it will be pretty much stagnant. Thus, the library will not be able to afford special requests unless they are scrutinized carefully first vis-à-vis other priorities. There is also no extra money for additional hourly or work study employees. The directors will have to manage their budgets carefully to be sure they have everything required for normal operations.

Juana Young reported that the library is not in the red at this time. She will be sending out a call for travel requests, which will be considered during further deliberations about how much money is available this fiscal year.

Alberta Bailey and Anne Marie Candido reported on the recommendations of the Sign Subcommittee of the Extreme Makeover Task Force. Dean Allen and the group commented on the recommendations, and made some revisions. As a postscript, Juana Young, Donna Daniels, Anne Marie Candido, and Molly Boyd met the following morning to refine these recommendations as outlined below:

1. Place one large curved sign, hanging from the ceiling (red with white lettering) near the main public service desk area indicating “Help,” using that word or some other short word such as “Ask,” punctuated by small icons of the same pig used for “Find It!” and “Find More.” The red
color will make the sign stand out more. Molly Boyd and Nathan Lord will work on creating a design.

2. Remove some of the signs that are no longer needed or don’t seem to be noticed by users (i.e., “Learning Commons / General Access Computer Lab” and the current signs above the service desk)

3. Rename some of the signs (i.e., the Self-Checkout to be renamed “Express Checkout”, “The Lindley and Kaneaster Hodges Jr. Periodicals Room” to “The Lindley and Kaneaster Hodges Jr. Reading Room”). Subsequent references to this room will be “The Hodges Reading Room” (this change will likely have some impact on the catalog location codes, etc., as well as on existing handouts, etc.) Signs at the west entrance of the Periodicals Room that read “Selected Current Periodicals, Microforms, Newspapers and Copiers, and Copycards” will have to be updated to include “Quiet Computing,” “New Books,” etc.

4. Place a “Printers” sign over the print queue area and a “Scanners” sign placed in the scanning area, as well as a “Research Consultations” sign for that area.

5. Additional signs will most likely be needed as decisions are made regarding the location of other services (e.g., supply vending, etc.).

Alberta Bailey distributed a copy of the draft Memorandum of Understanding she wrote outlining the terms by which the Libraries and campus IT agree to share responsibilities for the expanded and newly configured Learning Commons/Computer Lab (which includes computing, scanning, and printing). Included in the terms of agreement is a statement that the library will meet UIT’s security regulations while UIT will provide technical support and software for all the library’s public computers and printers (including those in the branch libraries). The dean and Judy Ganson suggested a few changes, and Alberta will incorporate them into the draft before presenting it to Susan Adkins.

Anne Marie Candido reminded the group of these upcoming events: Retirement reception for Andrea Cantrell (August 12), Provost’s Tenure & Promotion Reception (September 8), and an Open House celebration of the newly reconfigured Learning Commons (date TBD).

Dean Allen reminded the group that she will be on vacation beginning July 19. She will be back on August 9.

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