University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, January 22, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

Emergency Protocol Update—UAPD Captain Gary Crain
Captain Gary Crain visited the Admin Group to discuss protocols and procedures should be followed in emergency situations. In the incident last Friday, in which several uniformed UAPD police officers converged on Mullins Library, proper police protocol was followed, which was to determine if a reported threat actually existed before activating the alert system. During this incident, a caller identified a man with a gun entering Mullins Library, but it turned out to be an off-duty deputy just walking through the lobby level.

Communication could have been better. The UAPD will work with Mullins Library staff in training, evacuation procedures, and increasing observation of persons walking through Mullins—no staff member reported seeing a man with a gun.

Personnel Update
The provost asked deans to remind faculty that collegiality should be a factor when reviewing promotion and tenure packets and evaluations. Jeff Banks reported that language regarding collegiality from the Faculty Senate resolutions had been added to the Libraries’ faculty evaluation form and to all job standards. It is not included in the self-evaluation checklist that faculty use. Collegiality should be a part of department heads’ evaluation of faculty. Human Resources will also make all review committees aware that this is part of the evaluative criteria and must be addressed in evaluative documents.

The dean advised directors to pay close attention to complaints of office bullying and deal with incidents and issues effectively. All administration should send a uniform message that bullying will not be tolerated. Also, due to reporting obligations, administration should not make any promises about confidentiality to complainants.

The Admin Group reviewed the position description for Web Developer.

The Libraries have partnered with the Society for American Archivists to host a training session on digital repositories on April 17 in Mullins Library 102. The Libraries will host the event, which may draw up to 30 archivists from around the region.

Human Resources has scheduled a webinar training titled “Writing Winning Grants” for February 5 at 1 – 2:30 p.m. in Mullins 486.

Black History Month Speaker
The Dean has invited Keith Knight to give his presentation "They Shoot Black People, Don’t They: A Cartoonist’s Look at Police Brutality" on February 20th at 3:30pm in the Walton Reading Room. Knight describes himself as a rapper, social activist, educator, and is one of the funniest and most highly regarded cartoonists in America. He is the creator of three popular
comic strips: *the Knight Life*, *(th)ink*, and the *K Chronicles*, among others. His website states: Keith Knight is part of a generation of African-American artists who were raised on hip-hop, and infuse their work with urgency, edge, humor, satire, politics and race. His art has appeared in various publications worldwide, including *the Washington Post, Daily KOS, San Francisco Chronicle, Salon.com, Ebony, ESPN the Magazine, L.A. Weekly, MAD Magazine*, and the *Funny Times.* He has won the Comic Con Inkpot Award for Career Achievement in Comics, the Harvey Award for Best Comic Strip, and several Glyph Awards for Best Comic Strip. In this presentation, he provides a unique take on the militarization of the nation’s police force and the unchecked killing of unarmed citizens. Knight’s cartoons are infused with urgency, humor, satire, politics, and race. His work is designed to provoke constructive, civil dialogue among people young and old, left and right, of all colors and orientations.

**Dickson Street Book Remainders**
The publisher of the Dickson Street Book has gone out of business and surrendered about 1500 copies of the book to Special Collections. Since Special Collections underwrote the publication of the book, it has been receiving royalties from the sale of the book in the past few years. The Admin Group determined that the remainders will be sent to the surplus action, in accordance with state property guidelines.

**Cost Containment Report**
Marco de Prosperis is compiling a report on cost savings secured by the Libraries during the fiscal 2014 year, at the request of Tim O’Donnell.

**IT Services Update**
Judy Ganson reported that the campus IT services has seen an email slow down and network connectivity issues to networked sites like Sharepoint, and has been sending out email updates on the status of working through those issues. Judy also reminded everyone to please put any service calls to the Libraries’ IT Services on the call log, [http://libinfo.uark.edu/systems/problemviewall.asp](http://libinfo.uark.edu/systems/problemviewall.asp), which allows staff to track, address, and follow up on issues in a timely manner.

**Discovery Task Force**
Lora Lennertz reported that the Discovery Task Force submitted its final report on Friday, but will meet with the library at large to get feedback from the report and its conclusions in two weeks before considering its work concluded.