University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Monday, October 14, 2013
Present: Carolyn Henderson Allen, Jeff Banks, Judy Ganson, Lora Lennertz

Personnel Updates, Jeff Banks
The Admin Group reviewed the “Assurance of Child Maltreatment Reporter Training” form (mandated reporters listed on A.C.A. §12-18-402) and “Protection of Minors on Campus” (Fayetteville Policy and Procedures 217.1). Jeff Banks will inquire what public libraries are doing to comply with the mandates and training regarding minors. The Libraries sometimes employs minors, especially during the summer. Since all library personnel “might” come into contact with minors, we should all take the required training. We should also note in our visitor policy that school classes may not visit without an accompanying adult, so that we will always meet the rule of two adults present at all times.

Sexual Harassment Awareness training will be held on Tuesday, October 22 from 3 to 4 p.m. and again on Wednesday, October 30, from 3:30 to 4:30 p.m. Human Resources will schedule another session in January or February for new employees or for those who could not attend one of these two sessions, since the training is mandatory.

Library Position Requests and Faculty Hiring Requests
The Admin Group reviewed the master list of requested positions, prioritized them, and will take them back to the faculty for review. We will only ask for two or three positions; last year we didn’t get any. Our current hiring requests are a different issue. We do have two requested positions not currently budgeted: the instruction and outreach coordinator and the digital librarian.

Judy Ganson will prepare a project proposal regarding the backlog in Cataloging and/or gift collections. The proposal will include project staff, estimated time required, who will be reassigned and who will cover their duties. It will also set standards for the amount of material expected to be cataloged in a set period and describe positions to be upgraded to allow staff to perform cataloging duties. This needs to be completed before the budget hearing.

Judy will also check on the rules for re-gifting gift materials as regulated by state law and university policy.

Digitization Plan (Draft 2)
The Admin Group reviewed the Digitization Plan that is being updated in 2013. The original plan is being updated to remove proposals for locations and some procedures and will become a working document. It outlines the digital projects plan, and includes streamlined procedures and forms from the first draft. A subsequent draft will move the position descriptions to an appendix; on page 7, sections VI and VII will be deleted, on page 8, section VIII may be deleted, and “committee” will be removed from page 10 and “digital project teams” will be substituted. The pre-project planning document will be revised to become a project proposal and will require supervisor clearance of the project for employees whose time will be required. The project proposal will include a description of the project, a statement of the staffing needed to complete the project, identify standards needed to be followed, and identify a time frame for completion of the project. Supervisors will be consulted regarding the proposed workflow changes in daily operations. This will be completed by mid-November with a projected implementation date of January 1, 2014.
**Reports and Updates**
The Admin Group approved Judy Ganson’s recommendation that we become a holding archive (as opposed to a builder) in the Western Regional Storage Trust project after reviewing the Archive Holder / Builder Responsibilities document.

Judy gave a report of the data preservation meeting she recently attended in Washington, D. C.

Lora Lennertz reported on continued absences and staffing shortages in public services.