University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, October 22, 2015

Personnel Updates
- Richard Ray of Human Resources will give a benefits briefing on November 10 at 3:30 p.m. in Room 104.
- The annual Health and Benefits Fair will be on November 11, with booths limited primarily to insurance carriers. It will be held on the fifth floor of the Union, in the rooms to the left of the Ballroom.
- Open enrollment for insurance will be November 1 - 30, so the Benefits Fair will be an excellent opportunity to get your questions answered before making changes.
- The Head of Scholarly Communication position was posted; the search committee includes Bob Beitle of Chemical Engineering, Micah Hale of Civil Engineering, Beth Juhl of Web Services, and Randy Thomas of the Law Library.
- Human Resources is loading performance evaluations into PeopleAdmin and testing various functions. The new system will launch in January. Data will not be transferred, so evaluators will not be able to see old evaluations in the new platform.

Room Use Statistics
Lora Lennertz reported on room usage statistics, including data on room usage by month for the past year for Rooms 102, 104, 107, 372B, 472B, Grad and Study Rooms.

Library Vehicle for Deliveries and Pickups
We need to assess and outline all uses of the library vehicle to streamline its use. First describe all required runs and obligations. Look at the total workload and distribute tasks. Everyone's department is affected by the schedule of the van. Lora will schedule a meeting with the Admin Group, Angela Fritz, and Tess Gibson to make sure the major tasks are covered. The use of the van needs to be looked at from a global perspective and structured to be seamless.