University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Monday, October 24, 2013
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Judy Ganson, and Lora Lennertz Jetton.

Personnel Updates, Jeff Banks
The Sexual Harassment Awareness training was well attended on Tuesday, October 22. Due to technical problems with sound, the webinar on Library Safety and Security has been rescheduled for November 30.

Terry Wynn has been promoted to night / weekend supervisor in Mullins Library.

Donna Daniels and Cheryl Conway are reviewing the position description for the position that will be left vacant when Cathy Hooper retires. They are reviewing current needs.

Renovations / Furniture
The Admin Group is contemplating creating a graduate student study space based on requests that were made at the end of the last academic year. In that regard, Facilities Management was contacted about a quote and layout for ways to enable graduate students to access the space with their ID card. We are also waiting to hear cost estimates for putting quiet study furniture on level 1. After Facilities Management provides the estimates, we will explore our options.

The quote for installation of security cameras in Mullins Library was too expensive for us to fund without campus assistance.

Lora Lennertz Jetton is working with Sheri Gallaher to produce a written training document on door and alarm operation in Mullins Library.

Phil Jones will be asked to be the faculty mentor for Michelle Gibeault.

The Admin Group discussed the possibility of a spring retreat to refocus how the organization should be functioning and how personnel should be contributing to the welfare of the organization. We could review the goals and objectives, which were formulated under a certain set of and determine if those goals are still valid and create new ones. The dean will discuss this topic in next month’s faculty and staff meetings.

One of the sessions at the Charleston meeting, on the topic of provosts’ perspective of their libraries, is going to be broadcast. Judy will send a link to the Admin Group.

The dean asked the Admin Group to review the fundraising priorities established two years ago with personnel in their divisions to get feedback on whether these priorities and goals still hold. She would like a response in two weeks.

On Monday, the Selectors will review Crystal Bridges’ list of proposed digital projects as well as Tim Nutt’s collection statement for rare books.

Lora encourages faculty to explore team teaching opportunities with peers for library instruction, as there are many benefits to both parties involved.
Judy Ganson noted that a 10-page document regarding collections focus is posted on the Selectors’ page on StaffWeb.