University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, November 12, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Closing Procedures and Methods
The Admin Group discussed the format and procedures associated with notifying personnel of changes in work schedules, including closings, for emergency events not covered by the RazAlert system, such as closings in late evening or on weekends.

Biennium Projects List 2017-2019
The Admin Group reviewed the current biennium projects list prepared by Facilities Management for review by the Executive Committee. Projects are ranked on their critical need and ability to fund.

Packet of Information for Chancellor Steinmetz
The Admin Group reviewed materials collected for an information packet for Chancellor Steinmetz, including a statement of the Libraries' strengths and weaknesses, a list of unfunded personnel requests, comparison graphs of our peer and SEC libraries statistics, the Retrospective and our 2012 goals.

Personnel Updates
- The search committee for the Head of Scholarly Communications concluded their Skype interviews of two candidates and are checking references.
- The search committee for the Head of Technical Services submitted a letter of recommendation of a candidate to interview on campus for the position.
- The search committee for the Head of the Physics Library is conducting Skype interviews of candidates.
- The search committee for the Serials Librarian meets next Friday; thus far, there are only two applicants.

Updates and Reports
Lora Lennertz reported that GIS Day is Wednesday, November 18, and events will be held in JB Hunt from 11 a.m. to 2 p.m. A Newswire story will list those events and times.

Judy Ganson noted that faculty would be consulted about issues related to the proposed storage facility, such as how much material we have that could be transferred to the new storage facility, what is located where, and what we need to move, in other words, the different types of materials. We need a scope of the needs to better inform the planning process for the facility.

Marco de Prosperis reported that he presented an overview of the financial reporting tool his office developed that includes the ability to combine data from BASIS and the University Foundation into one report at the Vice Chancellor for Finance's monthly meeting. The report was well received, with a further training session requested by staff at Fulbright College, and another presentation requested by Kathy Van Laningham.
Marco also reported a puddle of water in LISA. Marco investigated and determined that the water was coming in through a crack between the wall and the floor that abuts a paved area on the exterior. He has submitted a work order with Facilities Management for repair. This sounds like the same area and same problem that has been reported and worked on before.

Judy Ganson reported that Cedar Middleton is working with Proquest to download dissertations and theses to ScholarWorks@UARK, the institutional repository. This process requires a specific software to accomplish the downloads in bulk batches.