University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, February 25, 2016
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates
Jeff Banks announced that the personnel service requests for the campus are due to the state in March. We are looking to add faculty positions, as there are very few available. There is only one assistant professor line available for the entire campus. We currently have five senior library assistants shared with the Law Library. We will request faculty lines to plan for future growth.

The Department of Labor announced upcoming changes to the Fair Labor Standards Act (FLSA). The base minimum for overtime pay eligibility will rise from $23,660 to $50,440, which will affect non-classified and classified staff, exempt and non-exempt status. Inside Higher Ed ran an article about the impact on college campuses.

ALA Association for Library Collections and Technical Services (ALCTS) is hosting webinars presented by members the Preservation & Reformatting Section (PARS). We have signed up for three, all to be broadcast in the Weare Conference Room (486) Wednesday afternoons in March:

- **Environmental Monitoring and Control**, Wednesday, March 2, 2016; 1:00 – 2:00 p.m. This session will review temperature, humidity, light, and pollution and how they can damage collections, standards for library storage, and ways of achieving better conditions, including low- and no-cost improvements. The risk of pests and mold in libraries will also be addressed.

- **Care and Handling of Books and Scrapbooks**, Wednesday, March 9, 2016; 1:00 – 2:00 p.m. The second session of this three-part series will provide an introduction to the structure and materials that make up books and scrapbooks, their safe storage and handling, and the implications for preservation and conservation. Low-cost, in-house preservation approaches will be discussed.

- **Preserving Digital Collections: An Overview**, Wednesday, March 16, 2016; 1:00 – 2:00. This session will be a primer to digital library preservation, assuming little or no background in protecting and ensuring access to both born digital and digitized collections, including text, images, and AV collections. The presentation will provide tools to begin extending the useful life of library collections.

Awards Committee
The Admin Group made appointments to the Awards Committee, which organizes the nominations and voting for the annual library awards. Committee members in their second and final year of appointment are chair Micah Hampton and member Vera Ekechukwu. New to the committee this year are Bridget Penrose, Jozef Laincz, and Tim Zou.

Budget Presentation
The Admin Group reviewed the budget presentation that the dean will present to the campus administration. To offset the likelihood that we will not get requested faculty positions, the dean requested that the Admin Group do a study of who has degrees in what areas so we can cover more areas for subject selectors.

**Reports and Updates**

The Admin Group reviewed the position description for Associate Dean of Libraries.

Melody Herr, the incoming Head of Scholarly Communications, will begin on April 11.

The dean gave a report on her attendance at the Innovative membership meeting in San Diego. The new CEO seemed to suggest multiple times that Summon was going away, so we will need to look into that. He indicated that the company continues to have problems with communication and support.

Marco de Prosperis reported that he is seeking state purchasing approval to replace our 13-year-old library van. If approved by the state, then we would ask for bids.

Marco forwarded the information on the EBSCO solar grant opportunity to Mike Johnson, who forwarded it to campus utilities for review.

Lora Lennertz reported that Springshare released a new tool called LibWizard, which allows users to create assessments and tutorials. She will set up a training session.

Judy Ganson reported that subject selectors and faculty liaisons for the departments will meet on March 3 and 4 to discuss budget allocations.