University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Friday, April 10, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Update
Jeff Banks reported that the Society for American Archivists’ workshop scheduled for next Friday is set. There are 30 attendees registered, including 19 from the University Libraries, and others from Houston, Crystal Bridges, and the Clinton Library.

The recommendation for the Business Librarian candidate is pending.

The User Experience librarian recommendation is being revised by the committee.

The Head of Technical Services position has not yet been posted. HR is working through kinks discovered in the PeopleAdmin7 software; this is our first position posted through this system. The search committee for the Head of Technical Services has been formed.

Third Floor Group Study Rooms
Marco De Prosperis reported that he will meet with Facilities Management on April 15 for a final review of the work required for the third floor group study rooms renovation in Mullins Library. The technology to be installed will include 60 inch touch screens in the two smaller rooms and two 70 inch touch screens on either end of the larger room. Global Campus is contributing funds to purchase the technology equipment. The furniture will include 2 by 5 feet desks that can be easily moved into several configurations. The area will have a wireless router and a computer in each room. The software will allow the simultaneous projection of up to four presentations. Users can connect to the touch screens via the computers, or from their own laptops, iPads, or any smart phone. The goal is to begin work on the area as soon as possible.

Security Cameras in Branch Libraries
The University Information and Technology Services installed network switches in the branch libraries for the security cameras, which should be completed in April or May. One camera will be installed in each branch library; currently we have one security camera in Chemistry/Biochemistry Library and one in Fine Arts Library. The remaining network switch to be installed is in Physics Library, and we will be ready to install additional cameras in the branch libraries if we get the funding requested for that purpose at the budget hearing.

Membership Fees / Administrative Memorandum 350.1
The Libraries Admin Group reviewed the amended Administrative memorandum 350.1, which indicates that when the cost of membership fees plus conference fees are less than non-member conference fees, the University can purchase individual memberships, as the net result will be to save the University money.

If the travel fund budget will allow, for the probationary period of one year starting on July 1, 2015, University Libraries faculty and staff will be permitted to purchase individual
memberships using their travel fund allocations or start up funds, when the cost of membership fees plus conference fees are less than the non-member conference fees. This program is dependent on the budget allocation for travel funds. Our FY 2015 budget has not yet been set. When the budget has been set, we will notify travelers if the Libraries can fund this program. Since the travel budget is especially sensitive to budget reductions, this program will have to be carefully monitored and evaluated each year.

**Reports & Updates**

Judy Ganson reported that the Libraries have been invited to join the CLIR Digital Library Federation.

The search committee for the CIO of the University has invited three candidates to campus for interviews.

Lora Lennertz reported that the search committee will be interviewing three candidates over the next two weeks for the Associate Dean of International Education.

Lora is working on the agenda for the visit of Courtney Green McDonald, and will send that out next week. Her visit will be April 29-30. The Admin Group reviewed the list of persons who will be asked to attend. Lora will send out an email invitation with a “save the date” notice; the full agenda will be sent out when it is finalized next week.

The annual staff picnic will be May 21.

The employee of the quarter nominations are due by April 15.

A new state law has gone into effect mandating that any procurement totaling $100,000 or more must be submitted to the legislature for approval. This requires a seven-week lead time on any purchase. We do not yet know how this will affect contracts with the Libraries’ materials and vendor supplies.