University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Monday, May 12, 2016
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates
The Admin Group reviewed the current and future faculty mentor / mentee assignments. The Admin Group approved the posting of the library supervisor position in the Physics Library.

Activities in Mullins Library
The dean would like for everyone to be informed about activities in the building, including school and group visits (excluding Admissions tours and new student orientations). The directors will instruct those in their divisions to alert everyone on the Mullins Library Faculty/Staff List UOALIB-L@LISTSERV.UARK.EDU when they know of upcoming events.

ILL Service Funding Request
The Admin Group approved funding for two interlibrary loan software upgrades requested by Tess Gibson. The Information Delivery Services (IDS) Logic service is a software tool that integrates with ILLiad to automate workflows. The cost is $1,500 per year. The software is designed to automate human interaction with requests, such as checking the status of library holdings, cancelling requests that are checked out, looking up call numbers and locations, checking loan rules, and send automated notifications. The second software tool is OBILLSK, developed at Texas Tech, which allows consortia members to compare ILL turnaround time in real time rather than consult semi-annual data collection reports. The cost will be approximately $420 per institution for GWLA member libraries; the contract has not yet been finalized.

Collections Updates
Judy Ganson reported that the ProQuest ebooks proposal was not approved at the recent GWLA member meeting. Also, the Alexander Street streaming video collection VAST: Academic Video Online will be phased out and become AVON (Academic Video Online: Premium). The new service will double the number of videos offered. In addition, each library will be allowed to purchase titles from the collection for their permanent collection in the amount of their annual subscription.

Innovation Fund
The Admin Group funded the revised proposal for the Innovation Fund, to be administered by Head of Instruction & Liaison Services. The program is designed to "encourage innovation, experimentation, and collaboration for special projects within the libraries." The program offers one-time funds of no more than $2,500 to initiate a project; add on funding may be available based on the program's success. Priority will be given to proposals that are clearly articulated, have a high likelihood of being completed within a year, align with organizational goals, and have a measurable impact.

New Online Process for Auditing Long Distance Telephone Bills
Many with long distance telephone codes received an email from the campus Business Office asking them to log online to view their long distance telephone bills, note the presence of any personal calls, and compensate the University for those calls. This is a new process for complying with the state audit of Fayetteville Policy and Procedures 727.0. Marco will discuss the process and the steps we will take to ensure compliance with the state audit at the next faculty meeting.

**Reports and Updates**
Carolyn Allen reported that Charles Robinson has been named the Vice Chancellor for Student Success.

The Global Campus is convening a planning committee to assist them in developing a programmatic plan after the departure of the Javier Reyes. There is no charge yet for the committee. The Admin Group nominated Lora Lennertz and Elaine Thornton to serve on this committee.

Dean Allen spoke with Randy Davis of the Pryor Center following a telephone call from a patron who was having difficulty navigating the Pryor Center collection of online materials. We will set a fall meeting to discuss metadata standards and implementation. We will also look for a grant opportunity or donor to fund the retroactive cataloging of the Pryor Center's existing materials to increase their discoverability.

Judy Ganson reported that the campus IT is working on an integrated information management system to replace BASIS and ISIS and many other campus data management systems that all run on student and personnel data, which IT Services is currently attempting to map out in detail. ISG gave a demonstration of their management systems to all six campuses and the system president's representatives. Commercial organizations will make bids on replacing the entire management system. The Computing Activities Council will make the final recommendation on which system to implement to the system president.

Lora Lennertz presented the votes on the Summon search name from library personnel. The Admin Group agreed that the simplest, most clear and direct name was preferable.

Marco de Prosperis noted that the interim head of the Travel Office is Donna Carter, who has made some changes on how to enter information. There will be an information meeting and training later in the year for both business office staff and travelers.