University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, July 23, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates
Jeff Banks provided the following updates to current job searches:
- The search committee for the Head of Technical Services has recommended one candidate for interview.
- Two candidates will be interviewed for Head of Instruction & Liaison Services; one on August 3-4 and the other on August 6-7.
- The search committee is conducting Skype interviews with candidates for the Audio/Visual Archivist position.
- The faculty are reviewing the position description for the Head of the Physics Library. Lora Lennertz will schedule a meeting with the Physics Department Chair to get his feedback.
- The search committee is reviewing applications for the Circulation Desk Assistant.

Calendar for Scheduling and Checking Out Rooms
Lora Lennertz is reviewing several software options for calendaring. Our current calendar allows only half hour increments and therefore does not allow for the recent change in course schedules. We also need the ability to both reserve and check out rooms. Lora met with staff at the Student Union to review the product they are using to schedule their rooms called EMS. It is also being adopted by the Reynolds Center and Athletics. It allows customization such as adding furniture and food to a specific meeting, and making some rooms self-serve while others require monitoring by staff. Have not determined if it would allow key checkouts.

Lora also has a webinar scheduled next week to review the Demco product called Evantage, which is a booking system that is usable on any device. There are also products from Innovative Interfaces and LibCal to review.

24-Hour Chat Review
Lora appointed a committee to review our 24-hour chat service. We participate in a 24-hour service, which means we answer questions for every library in the service during set times of the day. The use is not high, so the committee is charged with assessing our current program to see if we should continue it or pursue another product. One problem our librarians are seeing is that many libraries are adding logins to their websites, so that users can customize their portal; however, this prohibits our librarians from accessing the other libraries' sites so that they can provide chat help to students' questions.

LibInsight Trial and Review
Lora is conducting a trial of LibInsight, a Springshare product for statistics and analysis, which can combine data from other sources, like circulation, door counts, and DeskTracker, and then evaluate all of the data together. She is uploading spreadsheets of data from last year's numbers to test its functionality. It may be useful to have one location for all of the data collection, and to
have another Springshare product for cross-platform collection and comparison of data. It may also save staff and administrator time because the software can be set to run regular reports across all of the data automatically. The software has a front end as well as the database, so this may eventually replace DeskTracker.

**LISA Scanning Project**
The Bookeye and other scanning equipment has been installed in LISA. Tess Gibson will review the equipment on Friday, July 24. If it is functioning properly, she will begin training the staff who will travel to LISA to scan materials twice per day, so that program can get started.

**Mary Parler / Ozark Folksong Collection Opening Celebration**
The Opening Celebration of the Ozark Folksong Collection from the Mary Parler Papers has been scheduled for August 28. It will include talks by Brooks Blevins (Missouri) on Folklore and Regional Image, Alan Spurgeon (Mississippi) on Play Parties or another topic from the collection, a panel discussion with two former students of Professor Parler, Buford and Lynda Suffridge, and possibly a third student, Martha Estes, and moderated by Bob Cochran. Lora Lennertz will also be on that panel discussion to talk about processing the collection. Following a lunch break, two bands will perform, one of which is East of Zion; the other has yet to be confirmed. This day-long event will be held in the Walton Reading Room and corresponds with the Fayetteville Roots Festival. There are currently 4,020 items in the Ozarks Folksongs Collection and more to be added.

**Facilities Update**
Marco de Prosperis reported that the construction project of the study rooms on the third floor of Mullins Library could be completed in the next three weeks, but that depends on whether the crews are called away to work on another project or whether they can stay and complete ours. The rooms should be ready by late August.

Last week Marco met with Facilities Management to discuss the water problem in 186. A humidifier can be installed with a drain hole dilled through to the mechanical room for drainage.

The humidity and temperature sensors in LISA were installed improperly and caused water damage to approximately 300 books during early July. The cooling system is freezing over, causing the temperature to rise and the humidity is not properly monitored, a problem that may be fixed by adding multiple sensors throughout the facility to provide better feedback to the thermostats. There is mold on the wall of the bathroom in the office section of LISA, which has been reported to Facilities Management.

Water problems continue in the Fine Arts Library, with a wastewater backup in one of the upstairs sinks last week, which overflowed into the area after a heavy rain.

New furniture will be installed in the Quality Writing Center tutoring area near the Research Commons in Mullins Library. These new desks will include screens for noise reduction.

In August, the curtains in Mullins Library windows will be taken down for cleaning.
Technical Services Review
Judy Ganson reports that due to the three vacancies in Technical Services, she is reviewing the current job duties with the interim head, Deb Kulczak, and reallocating assignments to streamline operations. They are looking at a couple of different scenarios and proposals for redistributing duties.