University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, August 8, 2013
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Lora Lennertz Jetton, and Judy Ganson.

Human Resources Updates
There are three positions posted. The Director for Administrative Services search committee is reviewing applications. The search committee for the Assistant Head of Special Collections will be submitting recommendations for three candidates for on campus interviews. The search committee for the English and Communications Librarian are preparing Skype interviews with seven or eight candidates.

New Employee Welcome Sessions
The employee welcome session for student employees needs a new format to make it more productive. In its current form, it serves as an “ice-breaker,” introduces new employees to who is who, and contains a segment on the importance of this job, the first for some, stressing professionalism in appearance, dress, and work habits. It does not include a tour of the Libraries and branches; however, some departments conduct their own tours. Contrary to popular opinion, there is no new employee checklist for supervisors for new hourly employees. The purpose of the session needs to be a new employee orientation rather than a welcome. Content needs to be an introduction to people of the Libraries and what they do, and an overview of what the Libraries do to support the academic departments on campus. The new employees need to understand the context in which they work, including the roles of support staff. Some suggestion include:

1) develop training materials and standards, which can be used for other employee orientations;
2) develop a training video that gives an overview of departments and their functions;
3) develop a hand-out that gives a more in depth introduction to the Libraries;
4) organize a tour of the Libraries (and branches, including Performing Arts & Media, Special Collections, and Law, if possible);
5) organize 4-5 sessions on a particular topic for new employees, which would give a basic knowledge of Mullins Libraries, the branches, departments, and their functions, providing an alternative training module to the sessions, to ensure all new employees can work through the materials even if they are unable to attend the sessions.

The suggested format of the new training session would be to divide the session into two groups to tour, with each department head or representative prepared to give a brief overview of the functions of the department, then meet as a group for the session, at which the dean will describe the role of an academic and research library in the university. Introduce the students to resources as used by a student, then they will pick up on employee knowledge as they work.

Grants
The dean led a discussion of how to incorporate grant applications into our consciousness with the department heads in this morning’s meeting. She asked them to look at the strategic plan to determine if the remaining goals are appropriate in comparison with the provost’s stated objectives and the chancellor’s trajectory to place us in the top 50 academic libraries. Jeff will prepare some materials on grants opportunities for the faculty, including building a schedule / calendar of grant opportunities and their deadlines. Directors will send out information about grant opportunities that cross their desks to faculty. This topic could be built into Researcher’s Group, providing workshops on grant topics and training, such as exploring grant possibilities, looking at grant databases like PIVOT and the Foundation Directory, examining the pieces required to complete a grant application. The group could identify
programs that could benefit from a grant, come up with projects, and plan possible solutions. The Admin Group will develop an outline of this program for discussion in the next faculty meeting.

**Personnel Budget**
The Admin Group reviewed current open lines to determine how to fund needed positions. The Director of Development line in the budget has been picked up by the campus Development Office; therefore, those funds can be moved to the line for an archivist / processor in Special Collections. Human Resources will prepare a master list, starting with last year’s budget proposal of positions of critical need across the organization, and include changes made by recent shifts, such as Tim Zou from Access Services to Performing Arts, and Media. The list of positions will be discussed with the department heads to determine what positions to ask for in next year’s budget request.

**Travel Policy**
There is no travel policy specific to the Libraries on the StaffWeb. Jeff Banks and Judy Ganson will review the 2006 Travel Policy document and develop an updated policy for the Libraries, taking into account the recent revisions to the campus travel policies, and get input on the policies from Lynn Dunigan, who processes the travel requests and is familiar with the campus guidelines.

**Reports and Updates**
The Admin Group voted to discontinue a library-wide newsletter, since much of the content repeated information contained in the *Arkansian*, the Special Collections newsletter. We will explore the idea of sending the *Arkansian* to potential donors and/or placing the traditional call for donations on the *Arkansian*.

Molly Boyd, Kate Dougherty, and Jennifer Rae Hartman suggested the idea of partnering with the Bookstore as a drop off location for their new e-recycling program. The Right Hands group has taken on the exploratory stage of this project. The Bookstore is exploring the possibilities of on campus drop off locations, but has not yet formulated a program. Some drawbacks include dedicated space, problems with non-accepted items being deposited, and unreliability of the Bookstore in picking up recycle items. We will wait to see what the Bookstore proposes and evaluate the program before deciding on participation.

The estimate to install a filtered water bottle refill station was more than $5000. We will not pursue that project at this time.

The Admin Group reviewed the hourly position description in the dean’s office and made changes to encourage professionalism and competence.

The Admin Group reviewed the editorial statement for the Tuesday Times and made suggestions to improve its content, with an effort at making it more informative, but maintaining its upbeat style. They also made suggestions to discourage a frivolous tone.