Admin Group  
Meeting Summary  
January 26, 2004  
9:00, Dean’s Office  

Present: Dean Allen, Directors Bailey, Ganson, Parsch, Young, and Assistant to the Dean Candido  

Dean Allen mentioned that the Provost had lunch recently with the non-tenured library faculty members. He told them that he would like to see three-year reviews conducted of non-tenured faculty in order to track their progress better. He said he wanted to be sure that the required curriculum vita be included in their tenure packets. He would like a clear indication as to how the candidates have performed and what contributions they have made to the profession. The Provost expects that recommendations submitted to him during tenure review would be from persons outside the University and not affiliated with the candidate in order to help him arrive at a more objective view of the candidate. This is how it is done in all the other academic tenure reviews on campus. Dean Allen asked the directors for recommendations of library faculty who would ensure that these requirements are incorporated in the current personnel document. It was recommended that tenured members of the Faculty Concerns Committee should do this: Andrea Cantrell, Luti Salisbury, and Norma Johnson.  

Dean Allen indicated that personnel should take a more active leadership role in their profession. Some are already doing so, but she would like to see more to ensure that personnel are more in tune with what is happening in the profession and to have an opportunity to share their experience with and to learn from other libraries. This kind of participation will also make the Libraries more visible both within the state and nationwide.  

There will be a National Diversity Day Conference held in Atlanta on May 4th and 5th. Dean Allen indicated that our library should send a representative. Mikey King and Lynaire Hartsell were recommended as possible candidates to attend.  

Members of the group had a brief discussion of what could be purchased in memory of John Harrison with the memorial funds contributed to the library. It was agreed that this decision will take time. Ganson suggested that a rare book that would have been of interest to John could perhaps be purchased with the money. It was agreed that this should be explored more in the coming days.  

Young and Bailey discussed issues related to public computers such as logins, the re-introduction of PrintHack, and adding more computers. Young cautioned that before smaller issues like this are addressed, the library should first think further ahead and decide what the grand plan will eventually be regarding the number and placement of public computer terminals on Level Two. Young distributed a networking floor map indicating possible placement of more computers in the public services areas, perhaps reducing the number of volumes in the reference area to make way for them. Some
placement suggestions were ruled out because of existing needs. Young said she would work on a plan that would be most acceptable.

Dean Allen reminded the group that mid-March is the deadline for personnel requests and creation of new budget lines for personnel positions to be submitted to the University administration (and subsequently included in the campus request to the legislature). The library’s target deadline would then be March 1. Janet Parsch indicated that descriptions and rationales for these positions will have to be written. Allen asked her to use the existing list of positions as a start. It is currently sitting with the Provost.

Parsch further clarified the modus operandum and the bid process for the Morley Group, the search firm she informed the group about at the previous meeting. The Group has conducted many successful searches at other university libraries. Parsch will provide information on other search firms for comparison to this group.

Young mentioned a few changes that have been made in the design plans for the new storage facility. The A mezzanine level over the office/workroom area of the storage building will be used for the furnace, etc., and for storage of bulk items. Also, there will be more room for reader space. The plans should go to bid around mid-March.

Bailey indicated that the move of volumes out of the Chemistry Library is a little more urgent than previously anticipated as a result of accelerated plans for the remodeling of the building.

Bailey mentioned that she is drafting a survey of all staff in Public Services to determine who will need escort services from campus police at night when the building closes.

Young reported that the Statistics Committee is moving forward, and the group will continue to work on revising forms. The Committee will meet again in March.

Young reported that the design of an hourly budget reporting system continues.

Dean Allen said that Beth Juhl and Molly Boyd will be writing a public announcement of the release of ScienceDirect, made possible by collaboration with U of A Medical Sciences. Allen expressed some concern about canceling all of the print versions of the journals offered through ScienceDirect. She added that representatives from the library will need to meet with the faculty to discuss which print versions of the ScienceDirect journals should be canceled. The library should also coordinate retention of key paper copies with UAMS.