Summary
Admin Group Meeting
Thursday, March 31, 2005
3:30, Dean’s Office

Present: Alberta Bailey, Anne Marie Candido, Judy Ganson, Janet Parsch, Juana Young

Janet Parsch announced that the University’s Human Resources office has designed a new employee time sheet that all campus units are to adopt. They are much more detailed than the ones already used in the Libraries and include “Time In” and Time Out” columns for the times each classified employee arrives at the office in the morning, leaves for lunch, returns from lunch, and leaves at the end of each day. The sheet also includes a form for vacation/sick leave information for each month. All present asked Janet to inquire 1) why the sheet was initiated and 2) are all campus units required to use the sheet. Janet said she would inquire and pointed out that the forms already in use in the library seem to be provide sufficient accuracy and detail for auditors in the past. She will also investigate the possibility of the Libraries receiving an exemption if all units are required to use the sheet.

Juana Young brought up the practice of hiring employees’ children for hourly jobs in the library during the summer months. The group thought that this practice has been beneficial to both employees and to the Libraries in the past, and Janet Parsch agreed to post a notice on the library listserv requesting that employees who have children sixteen and over who would like to work in the library on a temporary basis this summer submit names to her office by April 14.

Alberta Bailey began a discussion of planning for the Libraries’ participation this year in the campus Vital Link Program (involving teaching several junior high school students what is involved in library work as they consider a future career). Alberta recommended that the same procedure be implemented as last year, although Juana felt that those library employees who were involved last year should be consulted to determine how the program might be made a little smoother this year. Employees identified who might serve this year were Elsie Nguyen, Molly boyd, and Gwyneth Jelinek. Available dates include May 3 or 4 (Woodland), and May 18 or 19 (Ramay). The program does not involve any activities that might potentially be disruptive to campus students, so the program could be held even during exam week if necessary. Alberta said she would ask those who will be involved in the program what days would be best for them.

Alberta mentioned that new scheduling software (called “ScheduleSource”) is being tested in Circulation and the Periodicals Room. Reference did not feel the software would be particularly helpful for their needs, and Interlibrary may use it eventually. It is currently being used in the campus Computing Services and seems to be a real success there. With Tim Zou’s recommendation, Alberta requested that the library enter into a six-month contract with this software company (at a cost of about $1,200) for a trial
period. Juana suggested that Janet Parsch first check with HourTrack, the current software used by the Libraries, before the library approves Tim’s request.

Alberta announced that a webcast entitled “How Salaries Affect Recruitment in Libraries” and driven by “Microsoft Live Conference” will be available for interested library employees on April 12 from 11:00 to 2:00. She said she wasn’t sure how much appeal there would be for this among library employees, but she thought it might be interesting to some of the ADs, department heads, and perhaps to some younger employees interested in the library profession as a career. Janet said she would advertise the webcast on the library listserv and make arrangements for viewing in Rm. 104.

Alberta mentioned that the new automated self checkout system has been installed and will go live after public service employees have a chance to test it and learn it. She said she hopes to have a small celebration (with balloons, etc.) when the system goes live to the public.

Anne Marie Candido mentioned that Dean Allen has appointed Erin Anderson the new chair of the Staff Concerns Committee (to replace Ellen Williams) and that it is time for the other members to be appointed as well. The Group members recommended the following people to be on the Committee: David Lacey, Angela Hand, April White, Gregg Doty, and Sherah Williams. They are to replace Tim Conway, Vera Ekechukwu, Judy Culberson, and Andy Rodriguez (no longer an employee). Dean Allen will review these recommendations when she returns on Monday, April 4.