Admin Group
Meeting Summary
July 28, 2005
2:00 p.m., Dean’s Office

Present: Dean Allen, Alberta Bailey, Anne Marie Candido, Ben Carter, Judy Ganson, Juana Young

Ben Carter reminded those present that the Campaign Steering Committee Celebration Meeting will be held in the Walton Reading Room in Mullins at 12:30 on Friday, October 28. Also, the Campaign Convocation is scheduled to take place in the Arkansas Union Plaza on Friday, October 28, at 10:30 a.m. We are hoping for a good turnout of library faculty at the Convocation.

Judy Ganson reminded those present that InfoLinks will be down most of the day on August 17. Files have to be transferred from the old server to the new one. Department heads have already been notified, and the public will know well in advance. A notice will be posted on the library Web site.

Judy also reported that the library’s network ports are now full. The cables and electronics need to be upgraded in the network “closet” on Level Two. The cost will be $28,000. The upgrade will give us more capacity.

Judy mentioned that the subject selectors are looking at duplicate journal subscriptions contained in our cooperative Science Direct subscription (with UALR and UAMS). This has been the first cooperative venture the Libraries have been involved in regarding journal subscriptions.

Dean Allen asked for reports on plans for the opening weeks of the fall semester. Alberta reported that preparations were being made for graduate student orientation and new faculty orientation. Handouts and folders will be distributed at both orientation sessions. Alberta also mentioned that library cups, bags, and handouts will be given out during Razorbash. Ben mentioned that Special Collections will be creating a display for the lobby.

Dean Allen asked that the group report on the progress of some issues/projects that have yet to be resolved/completed. She inquired about the progress of the following:

The public printing situation. Computing Services is experimenting with a “pay-per-print” operation, and as soon as results are released, the library will make a decision about what direction we will be taking on this issue.

Plans for adding more public computers on Level Two will be resumed since the number of students waiting in the library to use computers is getting larger.
A new look for the library home page will likely be in place either later in the fall semester or by the beginning of the spring semester. The Web Development Committee has been busy working on two possible models for the Admin Group to review.

Proper signage should replace paper signs “taped up” in various areas of the library, including offices. Dean Allen asked each director to make sure that proper permanent signs replace the paper ones scattered about. She also emphasized that she would like service desks and display cases to be clean and free from debris.

Juana Young reported that the security gate will be replaced before classes begin.

Juana also reported that the movers will begin transferring designated volumes to LISA sometime in the middle of next week. Shelving is presently being reconfigured to allow for more space. Dean Allen envisions a kind of “open house” to be held for any interested staff after the storage move is completed (balloons, refreshments, etc.). The others in the group agreed this would be a nice thing to do.