Admin Group Meeting
Summary
December 11, 2003
10:00, Rm. 372B

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

Dean Allen asked if anyone present had suggestions for nominations for honorary degrees this year. No one had suggestions thus far.

Bailey reported the concerns of some staff about safety in walking to their cars after work at night. Dean Allen asked Bailey to poll the staff to ascertain how many wish to have escort or special transportation service. Young said she has called Larry Slamons, director of Public Safety, to inquire about options for providing such service. As of this meeting time, Mr. Slamons had not responded. Juana will contact him again for information.

Parsch inquired about the possibility of hiring a search firm to help with the many searches that will have to be made in the coming months. One search firm, The Morley Group, has been written up in College & Research Libraries as having good experience in conducting searches for university libraries, including Kansas State University Libraries. Dean Allen thought the idea of a professional search service could be a good one, but some of the concerns she and others in the group had regarding this particular service was the cost (not yet known) and the apparent restrictiveness of the Morley Group in not allowing the staff to review all applications, but only the ones—one at a time—that have been selected by the firm as representing candidates who they thought had the best qualifications. Allen stated that we would require more flexibility from the firm in working with us. Ganson mentioned a firm that the libraries at San Francisco State used for a search and that they did not show as much restrictiveness as the Morley Group did and did only the recruiting and fact-finding work that library personnel would not have the time to do. Dean Allen stated that perhaps a firm like that could be of service. Young asked if any comparisons of other firms had been done. Parsch indicated that she had not done so yet. The group reached consensus that such a review would be helpful in making a decision about whether to hire a search firm for particular searches. Parsch said she would call the Morley Group to ask them about these concerns and would look into other firms.

Ganson distributed a spreadsheet of InfoLinks functions to each member of the group, highlighting the functions that each member might use most. She asked to be notified which functions were actually used by each member so that she could activate passworded access to them and to update the records.

Dean Allen distributed copies of a draft of a “Welcome Visitors” Web page proposed by Candido. Minor changes were recommended, and Candido said she would incorporate the changes before Beth Juhl posts it on the Web on the “About the Libraries” page.
Young mentioned that the move of materials and equipment out of the present Chemistry Library has been slated for May. A small group of pertinent individuals will be meeting to determine what needs to be done prior to the move. All our planning efforts will begin in January for this major transfer.