University of Arkansas Libraries  
Library Council, Wednesday, January 30, 2013

Present: Carolyn Allen, Jeff Banks, Molly Boyd, Sheri Gallaher, Judy Ganson, Tess Gibson, Mary Gilbertson, Lee Holt, Lora Lennertz Jetton, Martha Parker, Randy Thompson, Joshua Youngblood, and Tim Zou.

Advancement for Associate Professors
The dean asked Council members to look over the new Advancement for Associate Professors program on the Provost’s Website at [http://provost.uark.edu/494.php](http://provost.uark.edu/494.php) and to let her or Randy Thompson know of any questions. Since she has heard no feedback from library faculty, she is unsure if any of them are interested in participating in the program.

Budget Request
The dean gave an overview of the items that would be presented to the provost, which represents a portion of those budget increase requests reviewed previously by library faculty. The Admin Group reviewed the requests in consideration of programs and priorities for the Libraries and framed the proposed budget request around those priority programs. The budget request includes more than $900,000 for the materials budget and $15,000 for hourly wages for employees during the increased intercession hours. We still have not received funds promised last year for the Sierra upgrade. The requests also include $300,000 for a general technology upgrade, and the request for another vehicle (truck) to transport materials from off site storage. A discussion will be made after the presentation as to a final budget request.

Corporation for Public Broadcasting Grant
Judy Ganson reported on a possible grant application to the Corporation for Public Broadcasting related to providing a permanent home to the American Archive, a collection of 40,000 hours of video and audio content from television and radio stations around the nation. These files were nominated by the stations themselves and selected by a committee. We currently have the technical infrastructure to support the project, with the existing Internet 2 and AREON fast speed Internet connections. However, the project would require additional staffing. We may partner with other institutions, perhaps in the SEC schools, to gain access to their expertise. The transfer to digital files is currently under contract; the CPB also has a contract with a software vendor who is designing the interface. Staffing will be required to service the collection, which will continue to grow as new content is donated, and to provide access to the material. Copyright clearance to broadcast was not signed over to the CPB; therefore, open Internet access will be prohibited except for those materials for which copyright can be obtained.

University Reaccreditation
The University of Arkansas is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The University is a PEAQ participant and will file a Quality Initiative Proposal during the 2012-13 or 2013-14 academic year with related reports to follow. The University’s Assurance Review and Comprehensive Evaluation will take place during the 2016-17 academic year. The dean has been assigned to the committee responsible for this year’s Quality Initiative. The form the Quality Initiative will take has not yet been determined. More details of the Open Pathway, the Higher Learning Commission’s new accreditation process, can be found on the provost’s website at [http://provost.uark.edu/463.php](http://provost.uark.edu/463.php).
Sustainability Council
Molly Boyd reported on the UA Sustainability Council meeting of 15 January 2013. Some details reported during that meeting include:

- There is a new email: sustain@uark.edu. You can use this email to report to Marty Matlock (Executive Director of the Office of Sustainability) or Carlos Ochoa (program manager for Facilities Management) any projects related to sustainability.
- The Office of Sustainability is launching an energy dashboard, which will allow the collection of data from the top 50 energy consuming buildings on campus, updated every 15 minutes, and which will have various ways of making comparisons among buildings, such as graphs.
- The Office of Sustainability has formed five workgroups and are seeking volunteers for each. They have ten interns to link classroom service learning to projects, such as RecycleMania, which runs from January 20 to March 7.
  1. Academics and Research
  2. Natural Systems
  3. Built Systems
  4. Managed Systems
  5. Social Systems
- The new Sustainability House is located behind Mechanical Engineering, has undergone an energy audit and performed upgrades.
- The American College & University Presidents' Climate Commitment (ACUPCC) has a website on which participating universities (700 to date) post relevant data each year at http://rs.acupcc.org/. Our greenhouse gas emissions report is annual from 2002; also on the site are our climate action plan and progress report.
- Over the past five years, the UA has invested 52 million in energy saving performance contracts, which expect a 11-15 year return on investment.
- The UA has decreased its net of greenhouse gas emissions to the Climate Action Plan’s goal for 2021, (a 30% reduction of 30,000 metric tons) and are working toward net carbon neutral, which is targeted on the plan for 2040.
- The Nano building is the UA’s first LEED certified gold building (not yet announced).
- Facilities Management has hired an “energy engineer.”
- The ASG is working on adding more water refill stations across campus (expense prohibitive), reusable recycle bins for special events on loan from the Athletics Department, and a community yard sale in April, proceeds to benefit Cobblestone Farm, the coop farm off Wedington.
- The City of Fayetteville has opened a new trail: Meadow Valley on the north side of Fayetteville and are working on extending the trail system down to MLK; are striping 6 miles of streets with dedicated bicycle lanes, and adding bicycle parking on Dickson Street and the square.
- The Student Union is installing two Pepsi Dream Machine intelligent kiosks, computerized receptacles that include a personal reward system, operated by Greenopolis, that allows consumers to earn points for every bottle and can they recycle, redeemable for local discounts and coupons on entertainment, dining and travel at greenopolis.com. Recycling is provided by Waste Management. Pepsi donates $500,000 of the proceeds each year to disabled U. S. veterans.

Update on Job Searches
Jeff Banks reported on the current job searches. The search committee for the director for Academic and Research Services is preparing to invite candidates to campus for interviews. The search committee
for the director for Administrative Services is reviewing applications. The search committee for the special formats cataloger will be conducting interviews in February. The assistant head of Special Collections and a Reference librarian position are being readied for posting.

**Reports and Updates**
The dean met with representatives from ASG regarding some proposals for changes in the Libraries. We are looking into the technical aspects of their request to place a counter on the photocopiers in the copy room, so that their copies may be included in their quota rather than separate charges. We are looking at putting a drink and snack machine in the space behind the east entry desk where the public telephones used to be located. The dean has stipulated that the Libraries will not be responsible for any costs, maintenance or upkeep of these machines, and if there is any trash or vermin, she will have them removed. It’s possible these may be in place by early March. The ASG will install an information kiosk in the west entry, possibly by Spring Break. It will replace the bulletin board and will include announcements about events and maps. The ASG is responsible for content.

The dean wants to change the current emergency procedures that require everyone to congregate in the middle of the building to have everyone assemble on the lower level where they will be safe from any flying glass. She asked a small group to form to rewrite the current procedures for clarity and effectiveness, specifically with bullets to summarize main points. This may require writing procedures for three separate groups—the public, the staff, and those with responsibilities during an evacuation. She noted there were no emergency procedures listed on the main Web page. Everyone employed by the Libraries should be trained in emergency procedures, which should also be a major part of the orientation process for new employees (it’s on the new employee checklist).

Tim Zou reported that he attended a session on emergencies at the mid-winter ALA meeting and one of the topics of discussion was the level of responsibility of library employees during an evacuation. Since they are not trained emergency workers and cannot force people out of the building, all they are instructed to do is inform patrons of the situation and lead by example. All phones in conference rooms were recently linked to RazAlert (however, there are no phones in 372B or 104). Wednesday’s tornado warning revealed problems with RazAlert; the dean advised everyone to visit the RazAlert site and update their information and preferences. Tim also reported that he is working with UITS on regularizing late fees and damaged equipment fees. Currently, the Libraries charge a $10 late fee every three hours; whereas, the UITS has dropped their fees to $5 for every two days the item is late. Also, the UITS wants to set up an appeals committee to review fines that students appeal. Lastly, he looked at a corporate sponsored charging station at ALA and is reviewing the possibility of our obtaining a year-long demo.

Randy Thompson reported that the Law Library will have a serials /acquisitions librarian position open and posted in a couple of weeks.

Sheri Gallaher reported that the majority of work has been completed on the roof project, with some minor adjustments still needing to be made that will not include the odors of tar. The kitchen remodel will be completed this week. She has written out procedures for the use of the new equipment to educate staff on how to use and take care of the new appliances and kitchen area. The hope is to keep it clean and sanitary. There is a new workstation installed in 226B. She will be meeting with others on campus on February 12 to discuss design ideas and suggestions for the quad between the Libraries and Union. She will be placing new signs in the stairwells similar to existing maps to alert users to quiet, group, and non-quiet study areas.
Molly Boyd reported that Jennifer Rae Hartman hired a new graphic designer hourly named Kentrell Curry, who would begin work next week.

Mary Walker reported that the demand-driven acquisitions program had triggered 272 purchases or views for a total of $5,500.

Lora Lennertz Jetton reminded everyone of the upcoming Fellini in February Film Festival, and invited them to attend.

Judy Ganson reported that the Computing Activities Council put out a new handbook for the code of computing practices, which can be viewed online. Beth Juhl has been appointed the systems administrator for Innovative. The date for switching over to Sierra is May 7. Windows 7 upgrade is coming soon (Sierra won’t run on Windows 8).