Minutes of Public Service meeting

November 3, 2011

Room 486

Present: Judy Ganson, Tess Gibson, Phil Jones, Beth Juhl, Lora Lennertz-Jetton, Kathleen Lehman, Luti Salisbury, Joshua Youngblood, Tim Zou, Dawn Lingelbach (minutes), Jeff Banks (guest)

Jeff Banks attended the meeting to have a discussion about leave management. Different strategies were discussed on how to approach employees about the importance of managing their leave and the consistency in which it is done across the library. Need to make sure expectations are laid out clearly at the beginning of an evaluation period. Jeff provided answers to questions about catastrophic leave and FMLA. He also stressed the importance of documentation. He advised that if there is a recurring issue to always feel free to come to HR.

Ganson briefly reported about the possibility of giving privileges to students of the Osher Lifelong Learning Institute that is offered through the global campus. Details are still being worked out and an update will follow.

Crystal Bridges opens next week. All of the records for their materials are now available through the catalog. UofA patrons will be able use the materials at the museum library. 40,000 records have been added, but there are still more to add. For the first several weeks/months you will probably need to call ahead. Because of the rush of opening, you may go online to reserve a time ticket in order to get in to the museum. The tickets will be free.

Trent is almost done getting everything moved off of Giovanni. He is now in the process of determining restricted vs. no restricted files. Elaine is out for the remainder of the month. Judy is in charge of innovative while she is out.

Monday we signed an agreement to purchase Sierra software with the assistance of the Law Library. The InfoLinks Review Committee is looking at recommendations for additional Innovative software, please let a member of the committee know about products we should consider.

There was a brief discussion about the changes in hours. Mainly looking at the holidays that will be closed. There will be no Saturday finals so we will close earlier on dead day.

The inclement weather policies were reviewed. The Inclement weather policy is on the web. It was clarified that Beth changes all hours online when there are any changes. Including for the branch libraries. It was decided the phone tree documents should be combined into one document and changes needing to be made were addressed. It was also determined it would be helpful to have a checklist of what absolutely must be done to get out as fast as possible in the event of inclement weather.
People were asked to double check the Public Services contact list and send any changes to Tess.

It was reported that UITS had offered 2-3 more computers for the GACL space and there was a discussion about where they could be placed. It was first noted there may be a lack of IP addresses which will need to be looked into first. Ganson agreed to check into this. The other issue raised is that the suggested places for putting the computers are already very high traffic areas and putting them there would cause more issues. It was recommended they be placed in a lower traffic area such as periodicals. It was also recommended that more quick print stations are needed. (Later communication indicated that quick print stations were what was intended. Daniels and Zou were asked to confer with Ganson and then discuss the computer locations with Roy).

We will discuss the Commitment to Excellence in Service at the next meeting. The Dean has also requested that we review two documents as they apply to our Goals and Objectives. Be thinking about what we are doing. What aren’t we doing in regards to our profession? How do these relate to our goals and initiatives? Local practice vs. Standards. Will these supplant home grown documents. We will begin this discussion at the next meeting.

These documents are:

Standards for Libraries in Higher Education

Proficiencies for Instruction Librarians and Coordinators

The new ILL document delivery person started on Monday. Still need to address some of the document delivery issues for the future. Branch issues? Work load, what will be scanned, microfiche, under 50 pages, complete citation, etc.... We will discuss this after Thanksgiving in more detail.

Next Thursday Physics is short staffed is there anyone who could help out?