Minutes from the Public Services Group
June 16, 2005

This meeting included both department heads and supervisors.

Hu expressed appreciation for the support that she had received from all personnel to make the Arkansas IUG visit a success. Systems has completed the upgrades to workstations in staff offices and will proceed with the public computers. Systems will replace existing mice with a model without a ball since patrons have removed the balls. The new model does not require a mousepad; indeed, most pads impede the light in the mouse.

Hu reported that the Libraries had purchased a new server and that Systems can install the new release of iii. The group agreed that the last Wednesday in July (the 27th), after the visit of the collection consultants and the due dates of the annual report, was the best day to upgrade the library system.

Hu noted that the Arkansas IUG group used the MasterVision software in 102 and that it worked well. Systems replaced the printer in 472B and ordered a color inkjet printer for GIS use in Government Documents. Systems will replace the keyboards at the Circulation desk with a new model.

Lennertz Jetton reported that materials in Performing Arts and Media now showed MEDIA (formerly AV) in InfoLinks; sublocations have not changed. There is no immediate plan to relabel materials physically.

Bailey relayed that Juana Young will distribute statistics sheets with approved counts for each unit; units will make their adjustments (transfers, etc.) from this established figure.

The group discussed the ambiguity of the designation for the former Periodicals Room and that the signs don’t agree with one another. Bailey requested that when personnel refer patrons to the area that they use the name on the black sign, “Hodges Jr. Periodicals Room.”

Zou reported his progress on laying the groundwork to transfer items to LISA Storage. The current list of titles slated for transfer represents approximately 50,000 linear inches, which is slightly more than the Libraries budgeted for the move (3705 linear feet or 44,460 linear inches). Bailey suggested that shorter runs should be deleted from the list should items need to be removed; selectors should have the opportunity to comment on the list. The group also discussed what to do with current serial subscriptions to LISA. Several persons felt that all but the unbound serials should be moved; others felt that a universal cut-off date, such as 2000, would be easier for Cataloging.

Bailey led a discussion of the current classification scheme of hourly (including work study) personnel. The group noted that the list of tasks by classification (Library Clerical Assistant I, II, and III) needed revision. Several persons expressed concern about paying higher wages to individuals hired at a higher classification who no longer performed the duties of the higher classification. Bailey stated that Janet Parsch would like to see a unique job description for each hourly employee in the Libraries; Bailey also expressed her concern that the wages in the Libraries lagged behind other units on campus and stated that she would work to raise the hourly budget so that any increase in the wages of hourly employees would not require a reduction in their hours. Bailey asked the supervisors to convene and make recommendation regarding changes in the descriptions and levels to bring them in line with current practice. She asked that supervisors complete this work by the beginning of August (the 4th), and join the department heads for discussion at their regular meeting time with the Public Services group the following week (the 11th).

pjj/asb