Human Resources Update
The first candidate for the User Experience position interviewed on Wednesday, December 10. The second candidate will interview on Monday, December 15. OEOC approved the forms, and the two candidates for Business Librarian will be invited to campus in mid-January.

Lora and Carolyn will meet to discuss revisions of the Instruction and Outreach position description.

Campus HR is hosting a workshop on increasing diversity in faculty searches on Friday, December 12. Jeff Banks will represent the Libraries’ Human Resources Department at this meeting.

Graduate Student Training Modules
Lora Lennertz’s staff are developing a checklist for hourly worker training from the graduate student training modules, and are also transferring the information into a LibGuide.

Discovery Analysis Task Force
The recently-formed Discovery Analysis Task Force, chaired by Beth Juhl, has been developing a matrix of what discovery options and tools we currently offer, what we should offer, as well as conducting a survey of other institutions to see what they offer. The Task Force will be holding an open forum on Wednesday, December 17, at 9 a.m. in Room 104 to discuss their work so far and to solicit feedback from library personnel.

The Admin Group discussed potential members for the User Experience Task Force.

Research Consultation Area
Lora presented feedback obtained from the Academic and Research Services Group about proposed new furniture purchases for a librarian consultation area. The group expressed a preference for furniture that would be flexible enough to work one-on-one with students, or with groups of students. Lora will look at different furniture options and layouts. The proposed location is just outside the Reference office where the printer stations are currently placed. The printer stations would move over to the space currently dedicated to research consultations, adjacent to the Lab Op station.

Building Evacuation Action Plan
The UAPD will give a workshop on the Building Evacuation Action Plan on January 27 from 10 a.m. to 11:30 a.m. and again on January 28, from 7 p.m. to 8:30 p.m. The Libraries’ current evacuation plan is posted on StaffWeb. This training may be adapted to a once a semester offering in orientation sessions. It should be included in the new employee checklist and covered by supervisors with new employees.

Bepress
Judy Ganson reported that the design portion of the Bepress Digital Commons has been completed. Populating it with content is the next step.

Sexual Assault Reporting
Carolyn Allen reported that policy 418.1, Sexual Assault, was discussed. The policy requires “any student, faculty member, staff member, administrator, or visitor to the campus” to report any known instances of sexual assault. Also, if someone disclosed a sexual assault to faculty or staff, he or she needs to be told up front that confidentiality cannot be maintained, since we are required to report. Everyone on campus should review the policy.

**Student Enrollment**
We are on track to increase a similar number of students next fall as we did this past fall.

**ASG Student Request for 24-hour Service**
Carolyn Allen met with an ASG representative regarding 24-hour library service. This would require 6-8 full time staff to keep the building operational during those additional hours. Carolyn and Lora will review data for library use between 10 p.m. and 2 a.m., our current late night hours of operation.

**Study Breaks**
Lora reported that there has been a great turnout at the Study Breaks thus far. It is a great opportunity for outreach to students for participating and partnering groups, who have reported successful information exchanges with students about their organizations or services.