Minutes
Library Administrative Council
Tuesday, February 11, 2014

Present:

1. LAC Purpose – S. Ford
There seems to be some confusion and misconceptions as to the purpose of the Library Administrative Council. The Council is part of our governance structure and a part of our communication system. LAC meetings take place to facilitate communication among departments and throughout the library, to give feedback to the Dean, and to allow members to discuss and address issues of mutual concern. LAC meeting agendas and minutes are sent to Library All and minutes are posted on the Library’s web site. A document describing the purpose and general operating procedures for LAC was distributed to Council members. It is included as an attachment to these meeting minutes and will also be available on our web site. All Library employees should read the minutes from LAC meetings.

2. Strategic Plan Presentations – S. Ford
Department chairs will be doing presentations at upcoming LAC meetings detailing what their department will be doing to move the library forward in achieving the goals and objectives of the Strategic Plan. Department Heads are encouraged to read the current Strategic Plan and the Self Study as preparation for these presentations. A schedule of these presentations will be given to Department Heads.

3. Position Descriptions – S. Ford
During the next two months, departments within the library will be updating position descriptions. These are specific internal position descriptions not the generic ones used by the Human Resources Department. Position descriptions should clearly state the basic skills and knowledge needed for a position and the key responsibilities of each position should be distinguishable. Anyone hired within one year should already have an updated position description, but these should also be reviewed and updated if necessary. Staff in the Administration Office will assist with this process.
Deadlines for completing the updates of position descriptions are:

- Departments with 5 or less employees – March 1, 2014
- Departments with more than 5 employees – March 31, 2014
4. **Position Analysis Questionnaires – Clarification – S. Ford**

   There have been some questions about the Position Analysis Questionnaires completion process. Maria Alam, Asst. VP Human Resources, has stated that eventually all employees will complete one of these questionnaires. Groups of employees in similar positions will receive the questionnaire in the same time period. This will allow HR to do an analysis of the positions in relation to the new compensation plan. One of the reasons we need to update our positions descriptions is to ensure that when the time comes they will help Human Resources understand what we do in the library so that our positions can be moved out of the clerical track.

5. **Vacant Positions – Update – S. Ford**

   The Interlibrary Loan Librarian position is now posted. The Web Services Librarian position and the ILS Librarian position are still waiting approval from Academic Affairs. Since the ILS and Web Services positions are very heavily linked to technology, we are now required to get approval from Ellen Watson, CIO and Vice Provost of IT, to move forward with these searches. There has been some discussion as to whether these positions should be filled as faculty or staff positions. We have met with Robert Jackson, Vice Provost Information Systems. He believes we have justified the faculty status of the positions. We must continue to educate people on what the library does and help them to understand that library schools now have many technology based courses and are preparing people to fill these types of positions.

6. **Redefining the Library Committee – S. Ford**

   This committee will begin on Monday February 17. They are charged with making recommendations to ensure that University Libraries will become a 21st century library responding to the needs of our faculty, staff and students. We have three representatives on this committee Jennifer Schnabel, Jamie Corson, Cody Behles. D.R. Jones, Director of the Law Library, has been added to the membership list for this committee. A resource collection of documents will be available to this committee to review and they will be advised that they should feel free to consult with employees in the library. Our representatives on the committee will seek input through open forums, surveys, and departmental meetings, among other things.

7. **Email/Calendar Reminder – S. Ford**

   Email is one of our major communication devices. Everyone in the library should be reading and responding to their email every day. Please make every effort to keep your calendars updated. The calendars are used to schedule meetings and activities. Your calendar is an important communication device that will save a lot of time and reduce guess work about your availability.

8. **Volunteer Forms – S. Ford**

   We are reviewing the process for allowing people to volunteer in the library. Currently volunteers must go to individual Department Heads to find opportunities. We will revise the procedures and the document to facilitate the process. Volunteers will be able to go to our web site and see information on volunteer opportunities as well as links to
Department Heads. A discussion was held by the Council about background checks for volunteers. The Administrative staff will follow up on this and determine what the current practice is. We would like for background checks to be included in the process.

9. **Additional Agenda Items**
   None

10. **Announcements**

   **James Singleton** - The air curtain has been installed at the library’s front entrance. We are trying to turn up the heat from the air curtain and we are also working on getting the heat inside the library turned up. There should soon be an improvement in the temperature throughout the building.

   **Shanika Jones**
   The RCM model of budgeting is still being developed. The plan is to allow the revenue generating areas of the University to actually get the revenue. For non-revenue generating areas, like the library, a formula for cost allocation will be used to establish funding levels. The earliest the RCM model is expected to be implemented in 18 months.

   **Perveen Rustomfram**
   Chattanooga Public Library is giving up their status as a depository library. Now there will be 21 depository libraries in the state of Tennessee.

   **Jennifer Schnabel**
   On Tuesday, February 18, 5:30 – 7:30 pm, Daniel Kiel of the U of M Cecil C. Humphreys School of Law will discuss his research on the documentary, *The Memphis 13*. The exhibition, “The Civil Rights Act of 1964: How Far Have We come?” will be on view in the McWherter Library until June 15, 2014.

   **John Evans**
   - The University’s web site upper level pages have been converted to the new design. We will begin the process of converting the library’s’ pages this month. All departments should look at the content of all the pages that apply to them and make sure they are updated. Please make sure the content is accurate, clear, and brief.
   - Go to [umhelpdesk@memphis.edu](mailto:umhelpdesk@memphis.edu) to generate tickets for any computer or software problems you are having. LSPs’ evaluations will now be based on ticket receipts and closings. If you are having a problem that needs to be resolved more rapidly, you can call the LIS department, X2356, or email, [lib.sys@memphis.edu](mailto:lib.sys@memphis.edu).
   - Since Matt is gone, for anything that involves the ILS or the web site, please contact me directly.

Meeting Adjourned: 10:38 AM
Minutes Finalized: February 14, 2014
The Library Administrative Council (LAC)

The Library Administrative Council is made up of all of the Dean’s direct reports plus a representative elected by the faculty, a representative elected by the staff, and the Libraries’ Senior Facilities Coordinator. The Director of Development assigned to the University Libraries is also invited to participate in the meetings. This is the primary governing body of the University Libraries. The LAC meets regularly to consider matters relevant to the overall wellbeing of the organization.

The key purposes of the LAC meetings are to provide advice and feedback to the Dean of University Libraries, to facilitate communication throughout the University Libraries, to provide opportunities for broad input on matters related to library policies and procedures, to develop consensus on matters of mutual concern, to facilitate inter-departmental communication, and to ensure that faculty and staff in all departments receive the same information about important matters and/or when decisions are made. The Dean’s Administrative Associate manages the logistics of the LAC meetings.

General principles for LAC meetings:

1. Any University Libraries’ faculty or staff member can submit an item for the LAC agenda. He/she can choose to present the item or ask an LAC member to present on his/her behalf.
2. The LAC meeting agenda is distributed electronically to all library faculty and staff, in advance of the meeting.
3. Minutes are recorded for each LAC meeting. The minutes capture the essence of the discussion and become the official record of the meeting. Minutes are archived and are available on the Libraries’ intranet.
4. All University Libraries’ faculty and staff are encouraged to read the LAC minutes to keep informed.
5. The members of the LAC are representatives from their departments. They are expected to report back to their departments. They are also expected to gather input from their departments in preparation for LAC discussions.
6. A Department Head who is unable to attend an LAC meeting should designate a member of the department to attend in his/her place.
7. Department Heads are expected to hold departmental meetings and to provide opportunities to review and discuss matters covered in LAC meetings. These meetings should occur no less than once per month.
8. Any Libraries’ faculty or staff member can attend an LAC meeting as an observer, with the prior approval of his/her supervisor. Observers do not participate in the LAC discussions.