Minutes
Library Administrative Council
Tuesday, February 25, 2014


Absent: Steve Knowlton

Guests: Cody Behles, Iulia Kristanciuk

1. **ClimateQual Survey – Betsy Park, Jennifer Schnabel**
   Thanks to everyone who participated in the ClimateQual Survey and the Focus groups. This was an opportunity for everyone in the library to start a discussion about the library and its future direction. A timeline has been started for items that can be accomplished easily. Everyone should plan to read the complete ClimateQual document. A Staff Innovation Day will be planned for the Thursday, April 17. Faculty Scholarship Week is April 21 – 25. We will be compiling a bibliography for staff and faculty publications. Betsy will be sending an email soon about mentoring for staff interested in learning more about the Tenure and Promotion process. A webinar “Making the Leap to Library Leadership”, will be held in room 225, on February 27, at 1 pm.

2. **3D Printer Lab – Cody Behles**
   A TAF grant was awarded to the library to purchase two 3D printers and one scanner. The 3D printer lab will be on the 3rd floor. The grant provides for one year of free printing for students. Training sessions will be held for students and volunteers to the lab that will cover using the 3D printers, scanner, and policies and procedures for the lab. Use of the 3D printer will be scheduled in 2 hour periods through the library’s web site. The 3D Printer Lab will provide students with the opportunity to experience the technology available through computer assisted design and 3D printing. The 3D Printer Lab will open in March, 2014. Because this period is TAF funded, it is only available for student use. Faculty who bring a class will be able to use it in conjunction with the class.

3. **Group Management – Email Groups to List – John Evans**
   Since the faculty and staff of the library use many different group emails, we are trying to compile a list of group emails to include on the library’s roster. If you have a group email that needs to be on the library roster, send it to Jill Green, jdgreen6@memphis.edu.
4. **Strategic Plan Departmental Reports – S. Ford**
 Council members drew numbers to establish the order in which Strategic Plan Departmental Reports will be presented at the next eight LAC meetings. Reports should be 15 to 20 minutes long. The focus of the report should be on identifying what your department will be doing to meet the goals and objectives of the strategic plan. The schedule for these reports is:

1. Cataloging  
2. Circulation  
3. Research and Instructional Services  
4. Administration  
5. Branches  
6. Collection Management  
7. Preservation and Special Collections  
8. Libraries Information Systems  

   March 11
   March 25
   April 8
   April 22
   May 6
   May 20
   August 26
   September 9

5. **Additional Agenda Items**

   None

6. **Announcements**

   **James Singleton**
   The doors for the 3D lab have been approved and should be installed soon. Physical Plant is planning on redoing the carpeting and walls on the second floor during Spring Break.

   **Jill Green**
   Happy Birthday to James Singleton.

   **Jennifer Schnabel**
   Please take the time to look at the new exhibition on “The Civil Rights Act of 1964: How Far Have We Come?” on view on the first and fourth floors of the library. Thank you to everyone who worked on the exhibit. Information Systems has set up a news and events feed that will announce lectures and events to employee’s email inboxes.

   **John Evans**
   Information Systems is working on the new format for the library’s web site design. We are designing a library specific site that will suit the library’s purpose. We will be changing the internal format, so every department and their web representative will need to review and update any content that pertains to them as soon as possible. **Sylverna Ford** - As you think about the library’s web site design project, you will need to think about your Departmental Web Representative. There is a lot of work to be done on this project. If you need to make any changes concerning your department’s representative, please do it now.
Sylverna Ford
We are now searching for the ILL position and the ILS position. We were required to make a choice between the Web Services position and the ILS position. We chose to fill the ILS position at this time.

Meeting Adjourned: 9:50 am
Minutes Finalized: February 27, 2014