Minutes
Library Administrative Council
Tuesday, January 30, 2014

Present:

Absent:
Jennifer Schnabel

1. Library Banner – S. Ford
   The Council looked at three drafts offered by the Marketing Office to update the existing University Libraries’ banner. The color for the Library Science discipline is yellow, so that is the background color for the banner. One draft was preferred but several suggestions were made for improving the draft. These suggestions will be presented to Marketing. We will await new drafts from Marketing.

2. ACA & Health Care Benefits Eligibility – S. Ford
   The University is examining the impact of the Affordable Care Act on our health care benefits. One of the provisions of the act is that individuals working 30 hours a week or more must be offered health care benefits. This would mean that Student Workers and Graduate Assistants who worked an average of 30 hours per week over a 10 month period, from January 2014 through October 2014, would be eligible for health care benefits effective in 2015. Employees must maintain the 30 hours per week to keep the benefits. Employers may not change work hours to avoid offering benefits. Employees electing to take these health care benefits will be responsible for their share of the cost. The library needs to review patterns for our student workers and GAs to determine whether or not this will affect us.

   The University is trying to identify individuals who left the University without completing degrees, but have a significant amount of credit hours. Through the Degree Pathways Initiative, former students may be able to apply their credit hours toward a degree that is different from the one they were originally seeking and graduate. Anyone interested should contact the Student Affairs office, X2114.

   - Phase 1 - Basic Structure Redesign (February 1, 2014)
     On Saturday, February 1, the new University of Memphis’ main landing pages should go live. The design is responsive to multiple browsers and
electronic devices. Webpage versions that are desktop size can now respond to tablets and smart phones so that the page fits on the device in a functional way that is responsive to the user.

- Phase 2 – Home pages only completed (Feb – June 2014)
  In June the library’s home page should be finished. By February 15, the library should have the templates that will be used in the content management system. The Library Information Systems Department will initially work on the content of the library’s upper level pages. All Department Heads or their representatives need to make sure that the content on these upper level pages is updated and accurate.

Remaining time table:

- Phase 3 – Academic departments (July – Dec 2014)
- Phase 4 – Support Offices (Jan – Feb 2015)

Action: Department Heads must impress upon their web team rep the importance of doing this work.

5. Self Study – Status Report – Annelle Huggins

The Self Study Report is now complete. The study is divided into three sections.
- Past, 1914 – 2006
- Present, 2007 – 2013
- Future, 2014 –

The Self Study Report is based on nine principles established by the Standards for Libraries in Higher Education (Association of College and Research Libraries, 2011):
- Institutional Effectiveness
- Professional Values
- Educational Role
- Discovery
- Collections
- Space
- Management/Administration
- Personnel
- External Relations

Copies of the Self Study Report can be checked out in the Administration Office. Electronic copies are not yet available.

Note: The library will be 100 years old this year and a celebration will be held this Fall.


We are preparing to do a LibQual study in the Fall, 2014. This is a change from the original plan for this Spring.
7. **Additional Agenda Items:**
   **Temperature in Library – Perveen Rustomfram**
   The Library’s temperature in the Rotunda and at the Circulation desk needs to be addressed. Employees and patrons are very uncomfortable in the extremely cold temperatures.

8. **Announcements:**

   **James Singleton**
   A heated wind curtain should be installed at the front entrance to the library by Friday, February 7. This should help with the temperature in the Rotunda and at the Circulation Desk. The Physical Plant staff is working on this.

   **Sylverna Ford**
   Physical Plant wrapped the recently broken pipe with heat tape and they were to inspect any other exposed pipes in the library. So hopefully, we will not have any more broken pipes.

   **Ed Frank**
   Due to efforts by Dr. Gerald Chaudron, the library has been awarded a $2,500.00 materials grant from SNAP (State and National Archival Partnership). This will be used to purchase storage boxes for housing copies or clippings of the Commercial Appeal.

   **John Evans**
   We are close to getting the computers in the Commons Room reinstalled. Electricians will be working on this today.

   **Annelle Huggins**
   Library Legislative Day is Wednesday, March 5. A bill has been proposed by a Legislator from Dixon, TN, regarding the state statute on providing pornography to minors. He is asking for a task force to be appointed to determine the methods by which librarians can provide information to minors that might be of a pornographic nature without repercussions.

   **Elizabeth McDonald**
   The Cataloging Department is in need of Tattle-Tape. Will we able to order any in the near future?

   **Sylverna Ford**
   Our budget is pretty much exhausted. We will not be ordering any unnecessary supplies due to the budget through June 30, 2014.

Meeting Adjourned 10:47 AM.
Minutes Finalized: February 10, 2014