LAC Minutes
May 26, 2015

Present: John Evans, Sylverna Ford, Ed Frank, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Anna Neal, Perveen Rustomfram, James Singleton

Absent: Steve Knowlton

Guests: Cody Behles, James Rodgers (for Steve Knowlton), Barbara Thomas (for Bess Robinson)

1. FIT – Emerging Technologies Event Partnerships – Cody Behles
The FedEx Institute of Technology and the University Libraries will be working together on several different events during the summer. The events are intended to highlight community engagement, opportunities with FIT, and Emerging Technology at the Library.

- There will be a GoPro FilmFest in September. Entries are being accepted now through August 17, 2015. Information about the FilmFest can be found at http://libguides.memphis.edu/gopro/filmfest.

- The library will be partnering with FIT and the Herff Engineering Department to present a 3D Printing workshop at the end of July. The cost of the workshop will be $200.00. Any profits from the workshop will go to Emerging Technology in the library.

2. Report from ASERL – S. Ford
The spring meeting of ASERL took place on May 5-6, 2015. One of the topics was a change in membership criteria. Historically the financial aspect of membership has been based on libraries maintaining ½ of the mean of an institution’s average total expenditure on libraries. It was recommended by Dr. Ford that ASERL should omit the highest and lowest expenditures before calculating the average expenditure. There are now three libraries that are below the mean. University Libraries is one of them. There is concern among ASERL members that due to reduced or flat budgets other libraries may begin to fall below the mean. ASERL is now looking at shifting the weighting of the criteria for membership which include:

- Collections
- Degrees offered
- Doctorate programs
- Participation in ASERL collaborative programs

ASERL is considering changing the financial aspect of membership by using the median instead of the mean. The financial criteria for membership would be:
• An institution must meet the financial criteria for membership for three years before applying for membership.
• An institution must meet the financial criteria for membership for five years after joining ASERL. Then other factors will be included in the criteria for ASERL membership.

Other topics discussed at ASERL included:
• The President of Georgia State spoke on copyright and how complicated it is to deal with copyright in higher education.
• Securities in libraries – Many libraries are requiring students to swipe their IDs before entering the library and some libraries are hiring security personnel.
• Many libraries are having their university presses report to them.

3. **Personnel Development Day/Fall Retreat – S. Ford**
   Personnel Development Day and Fall Retreat are not optional activities. All library employees are expected to participate in these events. Leave should not be approved by Department Heads or supervisors except in special circumstances with the Dean’s approval. Fall Retreat is Wednesday, August 12, 2015 and Personnel Development Day is Thursday, May 12, 2016. These dates are on the Libraries’ calendar so everyone has advance notice and time to plan.

4. **2015-16 Calendar – Final – S. Ford**
   The final version of the 2015-16 University Libraries’ calendar was presented to the council. The calendar will be added to the Libraries’ website.

5. **ACE Consulting Cubes – S. Ford**
   Floor plans for the second floor of the library were reviewed by the council. Cubicles will be installed on the second floor of the library for Academic Consultants. Three cubicles will be installed on each side of the second floor. These cubicles will be available as private consultation space for faculty and staff across campuses who are participating in the Academic Counseling for Excellence (ACE) program.

6. **Summer Aides – S. Ford**
   The city of Memphis is sponsoring a program for youth between the ages of 17 and 21 to be employed during this summer. Nancy Massey is coordinating this program for the library. The library will have 7 of these assistants. They will work 9 am – 3:30 pm, Monday -Thursday, June 1 – July 17.

7. **2% Salary Pool – S. Ford**
   There has been no discussion on this salary pool. In the past it has been a combination of across the board and merit increases. Some portion may be set aside for salary compression.

8. **Additional Agenda Items**
   None
9. Announcements

James Singleton
- Physical Plant will be working on the stairway this week.
- The lock on the back door was broken. It has been fixed.

John Evans
Ed Frank and I visited MTSU last week. One of the media staff from MTSU was repairing tape decks for us. We now have two old tape decks that work.

Meeting Adjourned: 9:20 am
Minutes Finalized: June 22, 2015