LAC Meeting  
Tuesday, November 3, 2015  
8:30 am

Present: Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Steve Knowlton, Elizabeth McDonald, Anna Neal, Bess Robinson, Perveen Rustomfram, Archie Shelton, James Singleton, Chris Ratliff, Lee Slack

1. **Project Form for Administration - S. Ford**
   While staff in the Administrative Office are available to assist libraries faculty and staff with their projects, it’s important to be able to plan for this additional work. The Administration Office is implementing a new form that will facilitate the ability to assist library departments with projects. This form gathers information that will allow the Administration Office to plan for and schedule additional projects. The Project Request Form is attached to the minutes, is posted on the library’s website, and is available at the Administrative Office’s front desk.

2. **Performance Reviews – Annual - S. Ford**
   It is not too early to start working on annual reviews. Faculty reviews cover January 1, 2015, through December 31, 2015. Staff reviews cover March 1, 2015 through February 29, 2016. Both evaluators and those being evaluated should be gathering relevant documentation and making notes to prepare for this process.

3. **Probationary Evaluation Period - S. Ford**
   Every Staff new hire has a six month probation period. This period is an opportunity for the supervisor to evaluate the person’s performance in that position and make a determination as to whether or not they are capable of doing the job and will be successful. Extreme absenteeism during the probationary period, inability to follow work instructions, or other demonstration that they are not capable of doing the job well are reasons for termination before the six month probationary period is up. Supervisors should take this probationary period very seriously. Any performance issues need to be addressed during this probationary time. The six month probation period also applies if an existing employee assumes a new staff position.

4. **Places to Advertise Open Positions - S. Ford**
   We are about to start advertising five vacant faculty positions. Currently we advertise with ALA, MALC, BCALA, and we send position vacancies to a list of libraries and library schools. If you have any ideas for additional places to advertise these positions at minimal or no cost, please contact Jill Green, X8219, jdgren6@memphis.edu.
5. Additional Agenda Items
None.

6. Announcements

James Singleton
Physical Plant will be resetting the front doors to open faster. Hopefully, this will prevent students from pushing them off their tracks.

Steve Knowlton
- We successfully sent our first order to our new vendor. The files are transmitting well so next week we expect to see a much faster way to order.
- Stacy Durham will be leaving the library to move back to Illinois.

Bess Robinson
- We are thinking about Joyce leaving and we are currently planning a retirement party.
- We may need to rethink the hours for the RIS desk, since several people are leaving the library.

Gerald Chaudron
The Winnfield Dunn exhibit in the library was very well done and the lecture by Governor Dunn was well attended.

Archie Shelton
I was introduced to a potential donor at the football game on Saturday who said his son is a freshman here at the university and loves the library.

Jill Green
- We have a new staff member in the Administration Office. Max Pennington is our new Operations Associate and we are very glad to have him join our staff.
- The Homecoming parade is Friday, November 6, with lineup beginning at 3:30 pm. If you are interested in participating let me know today so that we can get t-shirts purchased.

Sylverna Ford
- Staff service awards are this morning in the UC ballroom.
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- We are preparing a Veterans Day exhibit to be installed during the week of November 11th.
- We are also preparing an exhibit about the 1866 Memphis Massacre for the spring.

Meeting Adjourned: 9:12 am
Minutes Finalized: November 16, 2015
Project Request Form

Requests must be submitted to Jill Green, Libraries Administration Office, room 204, at least 24 hours in advance.

Is this a library related project? Yes ____ No ____

Requestor Name ___________________________ Date __________________

Phone _______________ Email _______________ Department _______________

**If you are requesting copies:

- Copies of 10 or less should be made on your departmental/office printer.
- The copier in room 104 should be used for making copies for University Libraries’
departments and other campus departments. A list of departmental copy codes is
available in the Administrative Office.

Project Details:

Date/Time needed ________________________

**Projects are subject to approval in accordance with University Libraries policy regarding the
use of library resources.