LAC MINUTES
OCTOBER 20, 2015

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

Absent: Elizabeth McDonald, Perveen Rustomfram

1. Web Portal Demo - John Evans
A presentation on the new design for the web portal (MyMemphis) was given to the council. This is scheduled to be launched after the end of the fall semester. The biggest change will be that on the front page of the portal there will be less content. There will be very little new content on the web portal. Existing content will be rearranged.

2. Professional Leave - S. Ford
Professional leave is an important part of supporting faculty and staff. When requesting professional leave there is an approval process that should be followed. All professional leave should be requested at least 3 working days before the event. If the library is going to pay registration fees in advance and deadlines are involved, faculty/staff should allow 15 days to process requests. Department Heads should review the events that employees in their departments request to participate in to make sure they are relevant to the individual’s role and responsibilities and beneficial to the library. Schedules and workloads in library departments should be adjusted as necessary by Department Heads when faculty/staff are out on Professional Leave.

3. Sick Leave/Sick Leave Bank - S. Ford

- Sick Leave
  Sick leave is intended to be used when employees are sick. However, being sick does not relieve employees of the responsibility of notifying their supervisor of the reason for their absence from work. Each day an employee is absent from work due to illness, they must notify their supervisor. After 3 days of sick leave, it is the library’s policy that a doctor’s note is required for the employee to return to work.

  Everyone should be aware that an employee who is absent for 3 days without notifying his/her supervisor is considered to have abandoned the job and that is cause for termination.
• **Sick Leave Bank**
  An employee may voluntarily join the sick leave bank. The employee is “charged” 3 days of sick leave to join the bank. Once you have been in the sick leave bank for 90 days, you are eligible for benefits through the bank. If an employee enrolled in the sick leave bank experiences a long term illness, they may use the bank after all of their accumulated sick leave and annual leave have been depleted. Employees may donate sick leave to other employees that are in the sick leave bank. You do not have to be a member of the sick leave bank to donate leave time, but you must be a member of the bank to receive the donation. A hand out with additional information on the sick leave bank is attached to the minutes.

4. **Additional Agenda Items**
   **Update on Customer Service – Shelia Gaines**
   The Circulation Department had a meeting at which customer service was addressed. These items were addressed for internal and external customer service:

   • When employees come into departments they should respect the fact that they are not in their own department and acknowledge all departmental employees, not just faculty and department heads.

   • Continual customer service training is needed.

5. **Announcements**

   **S. Ford**

   • On Thursday, October 29, 6:00 pm, in the River Room at the UC, former Governor Winfield Dunn will be giving a lecture. The library is partnering with the Political Science Department and the History Department for this event and has a Dunn focused exhibit in connection with this lecture.

   • Search committees are being assigned for faculty searches today. Each committee will have two faculty members and one staff member.

   **James Singleton**

   • New doors on the front of the library have been installed. However, they are going to require some adjustment because they seem to come off of their tracks very easily.

   • The VAV control box change-out on the fourth floor is still going on and will be moving to the third floor in the next few weeks.
Archie Shelton
Dr. Ford and I have met with the Development Committee to discuss my top prospects for the year. I will be asking for at least $25,000 from each of these.

Steve Knowlton
Yesterday was the date we were supposed to complete preparation of the order system. I think we can begin ordering books in a wholesale manner.

Shelia Gaines
We are coming along with clearing materials out of the Math library.

Meeting Adjourned: 9:42 am
Minutes Finalized: October 30, 2015