LAC Minutes
August 23, 2016

Present: Gail Barton, Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, Archie Shelton, James Singleton, Lee Slack.
Absent: Chris Ratliff
Guest: Casey Parkman

1. Circulation Departmental Videos – Shelia Gaines, Casey Parkman
   Videos created by circulation staff were shown. The videos are intended to help patrons understand services provided in the library and how to use equipment that can be checked out. Videos have been filmed featuring members of the circulation staff in skits that promote items available for check out such as video games, gaming systems, and Fitbits. Plans for new videos include instructional videos to help students with equipment in the library like copiers.

2. TLA Representatives – Bess Robinson
   The library is an institutional member of the Tennessee Library Association. Our membership allows us to name two institutional representatives. The representatives have the same rights and privileges as regular members. There was a discussion about how to handle the selection of the representative. A competition will be held which interested staff members will submit essays detailing why they would like to be an institutional representative to TLA. This topic will be discussed again at a future LAC meeting.

3. Panic Buttons – S. Ford/James Robinson
   In light of occurrences on other campuses and in the community, the idea of installing new panic buttons in the library was discussed. Estimated cost for the panic buttons is $750 per button. We currently have 2 panic buttons but they are not well situated. James Singleton is checking on having the existing alarm system reprogrammed so that the panic buttons included with it will work. Primary locations for the buttons would be at the Circulation desk and the RIS desk.

4. TigerLIFE – S. Ford
   Students from the TigerLIFE program will be starting their internship on September 6. The library will host four students for the fall and spring semester. A handout explaining the TigerLIFE program is attached to the minutes.
5. **Time Sheets – S. Ford**
   This is a reminder -

   Please submit time sheets and leave reports by your department’s established deadline. All library employees need to make sure that they complete their time sheet or leave report before going on leave.

6. **Available Staff Position – S. Ford**
   The recent promotion of Terry Martin in the Cataloging Department to an LAII leaves an open LAI position. We can redeploy this position to fill a need in the library. It does not have to remain an LAI. If a department has a need for another position, the department head can submit a proposal indicating:

   - What this position would do
   - How it would fit into your department
   - What need it would address
   - How you would characterize the position (full-time/part-time, etc.)
   - How you think the position should be classified.

   This proposal is due by August 31.

7. **Additional Agenda Items**
   **Crowd Funding for the Library – S. Ford/Archie Shelton**
   The definition of “Crowd Funding” is a large number of people funding a specific project by giving small donations typically via the intranet with a goal to raise $1,000.00 to $10,000.00. Social media and email are used to get your message out to the public and solicit donations. You must have several people committed to posting to social media and sharing the message for funding the project to raise money. The first crowd funding done at the university was for Frosh Camp. They had a $5,000.00 goal and raised $6,208.00 in 30 days. The Journalism department also did crowd funding hoping to raise enough money to send 10 students to cover the Olympics 2016, in Rio de Janeiro. They failed due to lack of effort and committed volunteers willing to post to social media. The university is using the software, Momentum, to assist with crowd funding projects. This is in its early stages at the University of Memphis. There might be a possibility of using crowd funding for some library projects. This is still being explored.

8. **Announcements**
   **Perveen Rustomfram** – Do we have a budget yet?
   **Dean Ford** – No. For now, you should assume you have the same student worker budget as last year. You can hire students with that in mind.

   **John Evans** – On Thursday, August 25 and Friday, August 26 we will begin interviews with Kenneth Haggerty, candidate for the User Interfaces position. This is our last candidate to interview.
Bess Robinson – We are training people for the RIS desk and chat. Requests for classes are pouring in, including on the weekends.

Archie Shelton – Everyone did a good job on the Government Publications 50th Anniversary Celebration. I have received many compliments from people outside the library.

Perveen Rustomfram – Thank you to Dean Ford, Jill Green, Anna Swearengen, Max Pennington, James Singleton, and Nancy Massey for the great job they did in helping with the Government Publications 50th Anniversary Celebration. We received a promise of a donation from Mike Cody, who attended the celebration, for a copy of a court transcript that involves Martin Luther King.

Gail Barton – We have a student worker and a scholarship worker in place and they are doing a great job. Scholarship workers are available from the Scholarship Office. They must work a total of 75 volunteer hours to meet the requirements of their scholarship.

James Singleton – We finally got our Lanter courier drop box. All we have to do is get it installed in the alcove by the dock.

Gail Barton – This drop box is to provide for Saturday deliveries from Lanter. Since they don’t deliver on Monday and our receiving room is not open on Saturday. This will allow us to get the five delivery days for which we are paying.

Meeting Adjourned: 3:50 PM
Minutes Finalized: September 1, 2016
1. Seeking placement for 4 students each semester (Fall and Spring)
2. Front line work that will teach skills that make them employable
3. Interns work 5 hours per day, Monday through Thursday.
4. Fall schedule:
   Intern start date: September 6th, 2016
   Intern end date: November 3rd, 2016

   Fall Break Oct 8-11, Sat- Tue

   Winter Break Nov 30-Jan 17, 2017

5. Daily Schedule
   Intern Hours Start: 9:00am
   Intern Lunch Hour: 11:30am-12:30 pm
   Intern Hours End: 3:00pm

6. Spring Schedule
   Begin- January 23, 2017
   End – April 13, 2017