LAC Minutes
July 20, 2016

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

1. Departmental Annual Reports – were due by July 10th – S. Ford
   Departmental annual reports are overdue. These reports should include departmental challenges, issues, plans for the current year, and appropriate statistics. Statistics should be for the fiscal year broken into two segments: July 2015 – December 2015 and January 2016 – June 2016, and a fiscal year total. These reports should be submitted electronically to Dean Ford and a copy sent to Jill Green.

2. Budget for FY17
   We have not heard about the fiscal 2017 budget. We are assuming that the budget will be the same as last year. Business will continue as usual without the allocation of funds and any information you receive regarding available funds may be modified when the FY17 budget is finalized.

3. TBR Provided/Negotiated Purchases, Implications for Separation from the System – S. Ford
   One of the agenda items today was going to be looking at the list of things TBR pays for us. We were unable to produce this list due to the computer problems that we have been experiencing this week. The list will give us an idea of what the financial impact might be when we separate from TBR. Currently, TBR pays for a number of databases for the library. Some of the databases are part of a negotiated group contract. We do not know what the cost of these databases will be without the other participants. Once we produce this list we will share it with the university administration.

4. Fall Retreat – Focus – S. Ford
   Fall Retreat is August 10, 8:00 AM – 4:30 PM. Department Heads will give reports then we will devote time to the libraries’ Strategic Plan and Mission Statement.

5. Additional Agenda Items
   Open Stax Program – S. Ford
   An application was submitted to the Open Stax Program, a free online text book program for students, for the University libraries to be the lead in the institutional partnership program. However, we were not chosen to participate in the program at this time. A total of 43 applications were received but only 11 schools were selected to participate in the partnership program.
6. Announcements

**Archie Shelton**
Yesterday the Development Office finalized my goals for the year. I have a financial goal and an activity goal. If anyone has any question about this, please contact me.

**Gerald Chaudron**
- A new scanner has been installed in the ILL office. The former ILL scanner has been transferred to Preservation and Special Collections. It will be good for the Preservation and Special Collections Department to have a scanner for larger documents.
- We now have a digital camera with a stand and lighting. This will be helpful in working with digitizing some of the things in the Heritage Room and other items in the Preservation and Special Collections Department.

**Bess Robinson**
I am happy to report that the search committee for the LAII position in RIS has started looking through the candidates.

**Perveen Rustomfram**
The 50th Anniversary of the University Libraries serving as a Federal Depository Library is August 9th, from 2 PM – 4 PM in the Government Publications Reading Room. We have invited several government officials and key administrators on campus. All Libraries faculty and staff are also invited.

**Gail Barton**
We are going to start interviews for the LAIII Position in Collection Management. There are four candidates interviewing for this position.

**Shelia Gaines**
We are looking at some candidates for the Stack Maintenance Supervisor position.

**John Evans**
Thursday we begin the interview process for the Preservation and Special Collections Librarian/Archivist position. We encourage your active participation in this. This is a full time, tenure track position.

**Sylverna Ford**
Please look carefully at these candidates. We hope to find someone who will be an active part of this organization and contribute in positive ways as well as continue their professional growth and development.
Shanika Jones
- If you are the person responsible for paying for the group at a candidate’s dinner, make sure you submit the attendees’ names with your receipt for reimbursement. You may write their names on the back of the receipt.
- With travel requests, provide backup information on the event. You can use an agenda or brochure.

Sylverna Ford
- The review of positions in light of the Labor Board’s changes in requirements for exempt and non-exempt Positions has begun. Five positions in the library fell into this category. These people were sent forms to complete explaining their job duties and responsibilities. These will go back to Human Resources where decisions will be made based on the entire group of positions in a classification. If they determine that a position should remain exempt the salary will likely be raised to the $47,476.00 level.

- We do not pay expenses for candidates interviewing for staff positions. Therefore, out-of-state candidates may not want to interview on campus and may request a telephone interview. We do not want to conduct telephone interviews for these positions. This delays the search process.

Adjourned: 9:38 AM
Minutes Finalized: August 11, 2016