LAC Minutes
February 28, 2017

Present: Gail Barton, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Bess Robinson, Perveen Rustomfram, Archie Shelton, James Singleton.

Absent: Gerald Chaudron, Elizabeth McDonald, Lee Slack.

1. Study Carrel Usage – S. Ford
Library policy concerning Study Carrels is being reviewed. The following issues are being discussed:
   - The Circulation staff should be monitoring the use of study carrels and leaving a card if a study carrel appears to be unused for a length of time. The person reserving the carrel must respond by the date specified on the card or the carrel will become available to the next person on the list.
   - Perhaps it would be helpful for some study carrels to be reserved for shorter periods of time.
   - There has always been an issue with theft in the study carrels. Physical Plant was exploring the installation of mesh or lattice work to make study carrel walls extend to the ceiling so they cannot be easily climbed over.
   - Revisions will be made to current policies and procedures. Revised documents will be forth coming.

2. Innovative Update – S. Ford
Dean Ford attended the Innovative Library Directors Symposium in Charleston, S.C., February, 22-24. Much of the time at the symposium was spent discussing systems. Innovative has acquired VTLS and Polaris. They are committed to supporting all of these systems and improving their customer service. One of the changes they will be making is with pricing. Innovative will be changing their pricing model from itemized charges to bundled fees. They are willing to customize their bundled services based on their customer’s needs.

3. Faculty Evaluations – S. Ford
The Faculty Evaluation system is now open. Please get your evaluations in as soon as possible and no later than April 1st. The system will shut down in May. The system has had issues in the past when users attempted to save their input into evaluations. You should do your evaluation as a Word document, save it, and copy/paste to the evaluation system. If you have any questions contact Jill Green, X8219, jdgren6@memphis.edu.

Use of cooking devices has the potential to create hazardous conditions in libraries. McWherter Library was designed to have a staff lounge with the intent that individual departments would not set up their own kitchens throughout the library. Toaster ovens, toasters, hot plates, coffee pots, and similar devices that create heat are not to be used anywhere in the library except the 3rd floor Employee Lounge and the Administrative
Office kitchen. Use of Microwaves in other locations is okay. Please remember not to leave food unattended while using appliances.

5. Additional Agenda Items
None

6. Announcements

James Singleton
The 1st, 2nd, 3rd, and 5th floors of remote storage in Brister Hall, have been cleaned.

Jill Green
Leave reports are due Wednesday, March 1, 9 am.
Time sheets are due Friday, March 3, 9 am.

Archie Shelton
The Development Department is starting to hire Associate Directors of Development to help with prospecting potential donors.