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,

1. **Budget Presentation - S. Ford/S. Jones**
   On Friday, January 27, Dean Ford and Shanika Jones presented the Libraries’ proposed budget for the coming fiscal year. The following items were included in the presentation:
   - One of the largest budget items was for money to address salaries for the hourly staff in the library. This item will appear on the libraries’ proposed budget for the next several years. Historically there has been greater ability to deal with faculty salaries than staff salaries. One of the problems with changing salaries for hourly employees in the library is that the University’s Human Resources Department still classifies our positions based on their outdated generic position descriptions.
   - We are requesting funding for 3 more Graduate Assistant positions in the library.
   - Funding from the university for a new position, Technology Integration Specialist, was included in the proposed budget. This position will provide support and training for technology that does not fall under desktop support.
   - Historically the library received a significant number of computers each year when the TAF Labs were upgraded. These computers could go to faculty and subsequently to staff. Since the TAF footprint has shrunk, fewer computers are leaving the TAF labs and computers from the labs are older. Since our work is so dependent on appropriate computers, we have included a request for funding of our own computers and equipment.

   It will probably be April or May of 2017 before we receive a response from the Budget Committee on our proposal. A handout on the budget request is attached to the minutes.

2. **SACS Accreditation - S. Ford**
   The Southern Associate of Colleges and Schools Commission on Colleges has convened a Principles Review Committee to revise the Principles of Accreditation. They are asking Deans, Directors, and Chairs to provide comments on the Feedback Form at [http://www.sacscoc.org/PrinciplesComments.asp](http://www.sacscoc.org/PrinciplesComments.asp). All comments should be received by February 5, 2017.

3. **WETALC - S. Ford**
   The upcoming WETALC (West Tennessee Academic Library Consortium) meeting will be on Saturday, March 18th, 9 am – 1 pm, at the University of Tennessee Health Science Center Library, in Memphis, TN. Faculty and staff interested in attending may register at [http://libcal.uthsc.edu/event/3105996](http://libcal.uthsc.edu/event/3105996).
4. **Tenn-Share Update - S. Ford**  
Dean Ford attended a Tenn-Share Board meeting on January 30, in Nashville, TN.
- Much of the discussion at this meeting was about the K-12 eBook collection Tenn-Share is trying to launch. It will cost $50,000 for a contract to launch this project. The big issue now is funding. They have not decided if they will have to ask K-12 libraries to fund this or try to find a donor. The plan is to have this in place by the fall.
- The second major discussion focused on ways to get more library personnel involved in Tenn-Share. Although the membership is an institutional membership, all personnel from member libraries can participate in Tenn-Share programs and activities.

5. **ALA Midwinter Update - S. Ford**  
Dean Ford attend the ALA Midwinter Conference on January 20 – 24, in Atlanta, GA. We participated in the ALA Placement Center open house. Several individuals stopped by the table to learn about our vacancies.

6. **Additional Agenda Items**  
   **TigerLife Program – S. Ford**  
This semester we have 7 TigerLife students working in the library on Tuesdays and Thursdays, from 9 am – 11 am. If you have any work in your department that would be appropriate for these students, please contact Jill Green, X8219, jdgree6@memphis.edu. It was suggested that perhaps we could offer these student workers some training in using library resources while they are here. Since one of the goals of this program is to enable the Tigerlifers to enroll in the UofM, this could be very valuable training. A committee was formed to help plan work and instruction for these students while they are in the library. Members of the committee are Shelia Gaines, Jill Green, Bess Robinson, and Gail Barton. Shelia Gaines will chair the committee.

7. **Announcements**  
   **James Singleton**  
Employees and students responded well to the fire alarm on Friday, January 27. We evacuated in just under 10 minutes. We did find out that in some areas of the library the alarm was not sounding. Physical Plant will be replacing a burned out circuit board for the alarm system to correct this problem.

   **John Evans**  
We now have responsibility for a website for the Heritage Room. The website has apparently been around for a while but it is unclear who created it or how it was previously maintained.

   **Gail Barton**  
- While attending ALA Midwinter, I received 25 – 30 free books. We are currently having these books cataloged.
- There is a new resource sharing tool that OCLC has created and will be hosting. Within the next 2 years, this new software is expected to replace ILLiad.
**Bess Robinson**
The rails for art in the library have been installed. The art has been selected and will be hung this week.

**Perveen Rustomfram**
The new administration for the Federal Government has not yet selected a new Director for the Government Publishing Office.

**Gerald Chaudron**
Thank you to everyone who attended the Archives Development Grant presentation by Secretary Hargett on Friday, January 27.

**Jill Green**
Nancy Massey will be retiring on Friday, February 3. We will have a retirement party for her in Lib-205, at 2 pm, on Friday.

**S. Ford**
- On February 6, Justin London will be starting as the libraries’ new Mail Clerk.
- We have now been authorized to fill our Collection Development Librarian and our Assistant to the Dean for Community Engagement positions.
- If we successfully fill the vacancies, represented by our current searches, we will have eight new faculty members by July 1.

**Meeting Adjourned:** 9:48 AM  
**Minutes Finalized:** February 2, 2017
<table>
<thead>
<tr>
<th>Rank</th>
<th>Budget Request Categories</th>
<th>Request</th>
<th>Recurring Amount</th>
<th>Non-Recurring Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research focused Initiative</td>
<td>Funding to bring our hourly staff positions LAI, LAII, LAIII to more equitable salaries</td>
<td>448,524.00</td>
<td></td>
<td>Our hourly staff are poorly compensated. This makes it difficult to hire individuals with the needed skills and expertise. It also necessitates many of our staff having a second job just to survive.</td>
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<tr>
<td>2</td>
<td>Student success/Retention initiative</td>
<td>New Technology Integration Specialist position</td>
<td>45,000.00</td>
<td></td>
<td>Admin Professional position to manage and train faculty and staff on emerging technologies in the Libraries</td>
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<tr>
<td>3</td>
<td>Research focused Initiative</td>
<td>Technology hardware routine replacement, repairs, and maintenance</td>
<td>32,000.00</td>
<td></td>
<td>Everyone in the University Libraries is dependent on having an up-to-date computer to do their job. Absent a regular replacement cycle for staff computers, we are unable to keep staff computers up to date. This would enable us to establish a routine replacement cycle.</td>
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<td>4</td>
<td>Student success/Retention Initiative</td>
<td>Student workers</td>
<td>30,000.00</td>
<td></td>
<td>University Libraries has been highly dependent on hiring work study students because of limited funds. Even with that we are unable to hire as many student workers as we need.</td>
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<td>5</td>
<td>Student success/Retention Initiative</td>
<td>GA Stipends</td>
<td>50,553.00</td>
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<td>Average 68k, however only 34,440 in base funding. Stipend levels need to be increased and permanent funding secured as we normally supplement by using operating dollars and carryforward.</td>
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<td>6</td>
<td>Research focused Initiative</td>
<td>2 part-time library assistants</td>
<td>27,040.00</td>
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<td>$13/hr @ 20 hrs per week; assist with retrospective conversion and cataloging project for Government Publications</td>
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<td>8</td>
<td>Student success/Retention Initiative</td>
<td>Funding to create 3 additional GA positions</td>
<td>61,500.00</td>
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<td>Graduate Assistants play an important role in helping the University Libraries to achieve goals. As we add new services and programs, Grad. Assts. add a needed level of expertise.</td>
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<td></td>
<td>Student success/Retention Initiative</td>
<td>Funding for electronic resources</td>
<td>155,000.00</td>
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<td>Electronic resources previously paid by TBR, however now that we will no longer be under TBR these resources will need to be covered by UL. These resources increase annually by 8-10%.</td>
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<td><strong>$ 872,577.00</strong></td>
<td><strong>$ 27,040.00</strong></td>
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