LAC Minutes
October 24, 2017

Present: Gail Barton, Gerald Chaudron, John Evans, Shelia Gaines, Jill Green, Shanika Jones, Bess Robinson, Perveen Rustomfram, James Singleton.
Absent: Elizabeth McDonald, Lee Slack
Guests: Frankie Perry (for Lee Slack)

1. **Proposed Policy for Reserving conference Room, Lib-205 – Jill Green**
   The council reviewed a proposed policy for scheduling meetings and events in the Library’s 205 conference room. The policy was accepted and will be added to the Library’s website. The Administrative Conference Room Use Policy is attached to the minutes.

2. **Workshop for Student Assistant Supervisors – Jill Green**
   A workshop for Student Assistant Supervisors to discuss issues regarding hiring, training, and evaluating student assistants was discussed by the council. The consensus was that the workshop would be beneficial to supervisors. A date change was suggested and a new date will be announced.

3. **Dress Code, 2nd Reading – Bess Robinson**
   A revised University Libraries’ Dress Code was approved by the council. The new dress code is attached to the minutes.

4. **Additional Agenda Items**

   **Patron Code of Conduct – Bess Robinson**
   The idea of developing a University Libraries’ code of conduct for patrons was discussed. This would be presented from an internal point of view to help employees determine when disruptive or angry patrons should be referred to supervisors or other actions should be taken. A committee will be appointed to investigate the feasibility of the libraries implementing a patron code of conduct.

   **Name Tags – Bess Robinson**
   The option of wearing nametags was discussed at the Library Staff Meeting on October 19. Most of the staff present agreed that they did not want a nametag printed with their full name. Lanyards with identifying logos, like “ask me” will be made available to faculty and staff that want to wear them.

   **Public Place in the Library to Display Flyers – Bess Robinson**
   A bulletin board will be placed in the rotunda of the library to allow students and patrons to post flyers. The guidelines for posting and removing flyers is being developed.
Announcements

Frankie Perry
We have a faculty meeting and a staff meeting. We need to have a meeting that includes both faculty and staff.

Bess Robinson
We will have a quarterly Open Forum meeting for faculty and staff.

John Evans
We now have three new group emails:

Dean’s Advisory Group, Lib_dean_advise@memphis.edu

Libraries Innovation Team, Lib_innovate@memphis.edu

Library Space Planning Committee, Lib_innovate@memphis.edu