LAC Minutes  
Tuesday, September 19, 2017

**Present:** Gail Barton, Gerald Chaudron, John Evans, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, James Singleton, Lee Slack.

**Guest:** Caitlin Harrington

1. **UL Art Task Force – Caitlin Harrington**
   The UL Art Task Force met yesterday to discuss future plans. Maia Hajj, who took the lead in organizing the task force, is no longer here. The task force would like to organize another juried show, beginning in February until the beginning of April, in collaboration with the Art Museum. The Art Museum heads the juried show, but some works are selected to be hung in the Libraries. The task force is also looking into doing something related to MLK50. After this year’s show, the task force will pass the responsibility of the art show onto the Community Engagement Librarian. The hanging space can be used to display other artwork or posters in the meantime; Special Collections and Government Publications may have items which would work.

2. **Meetings with the Provost: Programming Collaboration, etc. – Bess Robinson, John Evans**
   Interim Dean Robinson and Libraries’ Advisory Group (John Evans, Perveen Rustomfram, and Iesha Williams) met recently with the Provost. The Provost mentioned several areas in which Administration would like to see the Libraries improve. The Libraries should participate more collaboratively across campus in programs like Student Success Teams and Academic Coaching for Excellence. The Libraries should also have more programming. MLK50, a campus-wide event in April, was specifically mentioned. The Libraries has resources in Special Collections and Government Publications which are very relevant to MLK50; if anyone has any input, ideas or would like to contribute, please let Bess or John know. At the upcoming Deans and Directors meeting, the Interim Dean will present the idea, proposed by Rachel Scott, of offering teaching faculty a blurb about Libraries which they can include in their syllabi. Lastly, the Provost suggested that the Libraries review its organizational chart. The Advisory Committee and Innovation Task Force (Brigitte Billeauddeaux, Cathy Dunn, Casey Parkman, Max Pennington, Ashley Roach-Freiman, and Rachel Scott) are working on this.

3. **Committee Update – Bess Robinson**
   An email requesting everyone to complete a committee preferences survey was recently sent out; if you have not already filled it out, please do so. A Volunteers Committee will be added, which will coordinate activities for volunteers from programs like MPLOY and Tiger Life. Standing committee heads will have final say on which members will make up their committees.
4. **Computers for Staff – John Evans**

   The President has offered money towards buying the Libraries’ staff new computers. We are committed to buying these computers and are in the process of ordering them. The order includes 104 computers, approximately $1,100 each.

5. **WeTALC Report Highlights – Bess Robinson**

   Interim Dean Robinson will give a report on staffing, space, and the budget to WeTALC; if there are any report highlights which anyone would like included, let her know.

6. **Commencement Attendance**

   UofM policy states that at least one fourth of all full-time faculty members in each department are expected to participate in the spring and winter convocations. For each of the three commencement ceremonies in December, the Libraries needs to send at least one person. The question of how this will be handled will be brought up at the faculty meeting.

7. **Additional Agenda Items / Announcements**

   **Gerald Chaudron**

   Staff Professional Development should look into creating a written policy and form, based on those in existence for Faculty Professional Development.

   **John Evans**

   The second floor common area should be officially available for events and presentations.

   **James Singleton**

   The plan for CWC is to put up three plaster walls. This dead space is a safety concern and may require cameras.

   **Bess Robinson**

   - Since I cannot attend the next Memphis Area Library Council meeting, I would like someone to go in my place. The meeting is September 26, 11:30 p.m. to 1:00 a.m. at the UT Health Science Center Library.
   - Casey Parkman, representing staff, and I, representing the faculty, will attend the Innovation Bootcamp.

   **John Evans**

   Community Engagement Librarian one-day interviews will be October 2 and 3. Itineraries and resumes will be posted online soon.

**Meeting adjourned: 9:55 am**

**Minutes finalized: September 26, 2017**