LAC Minutes
April 3, 2018

Present:  Gail Barton, Gerald Chaudron, John Evans, Shelia Gaines, Jill Green, Courtney Hicks, Shanika Jones, Joel Roberts, Bess Robinson, Perveen Rustomfram, James Singleton, Lee Slack.

Absent:  Elizabeth McDonald

Guests:  Iesha Williams

   A handout outlining formatting for Annual Reports was distributed to council members. Annual Reports should be brief, to the point, and include departmental successes as well as challenges. These reports should include information beginning July 1, 2016, to present. The deadline for Annual Reports is Friday, April 13, 2018.

2. **Longer Hours for McWherter Library – Bess Robinson**
   There is some discussion among the University of Memphis’ key administrators concerning whether or not McWherter Library should be open 7 days a week, 24 hours per day. Council members voiced that this may not be the most feasible option at this time for the Libraries.

3. **Library Hours During May Break – Bess Robinson**
   We are reviewing statistical data to assess the need for McWherter to remain open until 6pm during the weeks in May that students are not in class.

4. **Update Dean’s Search Committee – Iesha Williams**
   The Search Committee for the Dean/Executive Director for University Libraries completed telephone interviews with 8 candidates last week. They intend to begin inviting candidates for on campus interviews next week. No itineraries for candidate interviews have been released.

5. **Professional Development Ideas – Bess Robinson**
   Data Stewardship Week will be May 15 – May 17, 2018. During this time, employees can attend:
   - **Email**: Best Practices for Organization, Composing, and Replying, 8:30am and 10:00am. Employees should dedicate time to organize their email account at 11am – 1pm or 2pm – 4pm.
   - **Internal Documentation**: Best Practices and Etiquette, 8:30am and 10:00am. Departments will dedicate time to meet or work independently to document how, when, and why various tasks are best accomplished.
• ITNAS: Where to Save What, 8:30am and 10:00am. Employees should dedicate time to organize professional files and remove personal files from ITNAS.

Dates will be assigned once trainers and webinars have been finalized. Data Stewardship Week will replace the Personnel Development Day scheduled on May 9. The Libraries will not be closed for Data Stewardship Week.

6. **Hiring GAs – Bess Robinson**
The Provost is encouraging the Libraries to hire Graduate Assistants for short-term projects. These GAs would assist with a number of projects in the Libraries including Special Collections Department, Government Publications Department, and the Collection Management Department. If you have a project that is suitable for a Graduate Assistant please submit information on your project to John Evans.

7. **Additional Agenda items**
None

8. **Announcements**
   **Jill Green**
   Student Assistant contracts end on May 11, 2018. Please let me know if you would like to rehire a Student Assistant for the summer (May 12 – June 30, 2018) or if you have any questions about your remaining Student Assistant budget.

   **Gerald Chaudron**
   Interviews for the Electronic Resources Librarian will begin on Monday, April 9, 2018.

Meeting Adjourned: 10:11am