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

Guests: Casey Parkman, Lisa Sikkink, Brannen Varner

Pre-meeting Presentation – Brigitte Billeaudeaux
Brigitte Billeaudeaux presented Courtney Hicks with a card and a monetary gift from faculty and staff since her last day with University Libraries is August 31. Courtney has done a wonderful job as the Community Engagement Librarian at University Libraries and will be greatly missed.

1. Fall Events – Courtney Hicks
The council discussed fall events scheduled in McWherter Library. They include:

- **NEDFLIX Fall Film Fest 2018**
  A series of 7 films starting on Tuesday, September 18, and ending on Wednesday, October 24. The film on Monday, October 22, *I Am Not Your Negro*, will include promotional items provided by Indie Memphis.

- **Fruits & Veggies Demo Day**
  On Wednesday, September 19, at 1 pm, UofM Nutritionist, Deidra Nelson, will demonstrate easy recipes to add more fruits and vegetables to your diet. This event will be in the Health Sciences Library, Community Health Building, 2nd floor. For more information, contact Irma Quinones, qnnsmras@memphis.edu.

- **No Stress Success Workshop Series**
  Visit www.Memphis.edu/tigerzone for information on these workshops.

- **Maker Mondays**
  Fun DIY projects beginning on October 1, in the sandbox, and creatorspace at McWherter Library, 1st floor. You can walk in or register at https://libcal.memphis.edu/.

- **Song Writing Workshop**
  Explore every aspect of songwriting. This event is at the Music Library, room 115, October 4, 6 pm.

- **Acoustic Open Mic Night**
  Perform an original song or a favorite tune on October 25, 6 pm, McWherter Library, 2nd Floor Commons.

- **NEDxStudents**
  An event for students to share their recent research in engaging and entertaining 15-minute presentations. This event is on Wednesday, November 7, and Thursday, November 8, from 3-5 pm.
2. **Makerspace/Sandbox – Casey Parkman, Lisa Sikkink, Brannen Varner**
Libraries faculty and staff are invited to attend the soft opening of the sandbox’s 1st floor creatorspace, 2nd floor Video Studio, 3rd floor Audio Studio, and 4th floor Presentation Practice Studio in McWherter Library on Friday, August 24, 9-11 am.

3. **Revised RIS Desk/Chat Hours – Perveen Rustomfram**
Due to statistics and question volume during the past three years, a pilot program for revising RIS Desk/Chat hours was discussed by the council. New hours will be posted on the Library’s website.

4. **Performance Review Input Form – Bess Robinson**
Departments will review the “Performance Review Input” form and a decision on continuing its use will be made at a future LAC meeting.

5. **Printing and Copying Guidelines – Jill Green**
The guidelines for printing and copying will be edited. A third revision will be reviewed at a future LAC meeting.

6. **Additional Agenda Items**
None

7. **Announcements**

   **Gail Barton**
   All liaison notifications went out yesterday. We are asking everyone to contact their assigned departments, verify departmental representatives, and let Gail know.

   **Gerald Chaudron**
   We now have the second part of The Commercial Appeal newspaper morgue. 32 full filing cabinets and 11 flat storage cabinets were moved over two days. This saved the Libraries $5,000 to buy new flat storage cabinets, so I want to thank the staff in the Special Collections Department for their efforts.

   **James Singleton**
   Two vending machines (food and drink) will be placed in room 106 of McWherter Library (the alcove near Government Publications). The copier in that area will be removed to make room for the vending machines.

   **Bess Robinson**
The LAC meeting scheduled for September 18 has been canceled.

Meeting Adjourned: 10:08 am
Minutes Finalized: August 29, 2018