LAC Minutes  
January 23, 2018

Present: Gerald Chaudron, John Evans, Shelia Gaines, Jill Green, Courtney Hicks, Shanika Jones, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, James Singleton, Lee Slack
Absent: Gail Barton
Guests: Caitlin Harrington, Rachel Scott, Iesha Williams

1. Libraries Strategic Plan – Bess Robinson
   A draft copy of the University Libraries Strategic Plan for 2018 – 2021 was distributed to council members. Any changes or additions should be submitted to John Evans or a member of the Advisory Task Force as soon as possible. The group will be meeting this week to finalize the strategic plan and begin working on the Libraries’ Tactical Action Plans.

2. Faculty Evaluations – Bess Robinson
   Evaluations for all tenure track faculty should be submitted to supervisors by February 12 and to Interim Dean Bess Robinson by February 26. The Faculty Evaluation system is changing and will become a Workforum action. Staff evaluations are also going to become part of Workforum.

3. Silent Space in the Library – Bess Robinson
   A discussion was held about a possible silent area in the library. The library has group study rooms and quiet areas, but no silent area. New signage will be put on several study desks around the perimeter of the fourth floor to designate them as silent areas. Students will be able to reserve individual graduate study carrel rooms for short periods of time.

4. MLK50 Update – Rachel Scott, Iesha Williams
   The library will have an Open Mic / Protest Poster Night today at 4 pm – 6 pm. This is only one of the events for MLK50 scheduled in the library. A full list of events for MLK50 can be found at http://libguides.memphis.edu/mlk50/events. Rachel Scott and Iesha Williams will be doing a radio spot for WUMR about MLK50 events on January 25.

5. Additional Agenda Items
   None
6. Announcements

**James Singleton**  
Construction in the CWC area is almost done and they are seeking funds for furniture.

**Shelia Gaines**  
Please remind employees that if they need to come into the library before it is open, they should avoid setting off the alarms by using the employee entrance by the loading dock and use the service elevators. Using the library stairwells will set off the alarm.

**Shanika Jones**  
In the past, we have required that Graduate Assistants enroll in the University for a minimum of 9 hours before we can hire them in the library. This is not a Graduate School or University policy. Many Graduate Assistants do not need to take 9 hours every semester. We may want to reevaluate the library’s policy on this so that we do not pay for 9 hours tuition if a Graduate Assistant needs to enroll for less than 9 hours.

Meeting Adjourned: 9:55 am  
Minutes Finalized: January 29, 2018