LAC
Minutes
January 9, 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

1. **SSO and Multi-Factor Authentication – John Evans**
   The University of Memphis has added a new security feature to the single sign on for your university account. Duo Account Security is a secondary verification. When you login to a device with your credentials, you will be contacted by another device to verify your sign on. The idea behind the dual sign on is to reduce the number of times you need to use your credentials in successive intervals. Since the university receives over 1 million hits per day by spam and phishing events, we are continuing to increase security. A handout on Duo Account Security is attached to the minutes.

2. **ASERL Mutual Aid Working Group – Bess Robinson**
   ASERL is establishing a working group from member libraries to examine options to form an aid agreement that could be enacted following natural disasters or other discontinuity events among the membership. For example, member libraries could offer fee suspensions, negate loss fees, or offer storage space for libraries recovering from a natural disaster.

3. **Additional Agenda Items**
   - Since RIS is doing a lot of transfers, Collection Management is using Student Assistants to help with projects like removing the notifications and covering spine labels on items.
   - The items that came from the Earth Sciences Department need to be shelved. They are being shifted in the abstracts and indexes on the second floor. We have already shelved the bibliographies.
   - All of the gift books have been processed ahead of the January 19 deadline. We are utilizing Better World Books. The library is paid 20% of everything Better World Books sells for us online.
   - ILL will be putting fliers promoting Libraries events into the materials they deliver across campus.

**James Singleton**
A projector has been installed on the second floor in the open area outside of the Administration Office and a retractable screen will go up in that space within the next few days. Once this is completed, the area can be used for events in the library.
Perveen Rustomfram
- Before the holidays, RIS had identified a lot of biographical information sets in the Reference Area. We are currently transferring them to Circulation. Thank you to all of the departments that are helping with this project.
- Librarians will be embedding in sections of UNIV 4995 this spring.
- RIS has had our first workshop for non-RIS faculty who are required to teach and we will be having another one soon.

Jill Green
Please remember that employees who are in an active pay status on the workdays immediately preceding and following a holiday will receive payment for the holiday. Employees who take leave and are in a leave without pay status on the workdays immediately preceding and following a holiday will not receive payment for the holiday.

Shanika Jones
- McWherter Library is getting a new gate downstairs and the Music Library is getting a new gate and book check.
- Please send me the challenges or customer service results for the last fiscal year today if possible.
- Vacant staff positions are still under review until the Provost Office approves the new Recruitment Plan for the library.

Lee Slack
Craft and Chat will start again on Thursday, January 18, 3:30 pm – 5:30 pm, in the rotunda.

John Evans
- The spine label printers are now on site.
- In the past, there were many pdf type documents on the library’s website. The ADA Accessibly law, which went into effect on January 1, 2018, does not allow these types of documents to be on our website. We have had to remove many of these documents including the Lib Qual survey results going back to 1999. The penalty for non-compliance is for our website to be shut down. We are not disposing of them but we will be storing them in a different location.
- The Advisory Task Force, The Libraries Innovation Task Force and Department Heads are looking at the Libraries Strategic Plan. By next Wednesday morning, we should have a list of goals and objectives from each department that will be incorporated into the Strategic Plan and ultimately used to create a Tactical Action Plan.
- The Research and Instructional Services Librarian position and the Lecturer position at Lambuth are still under review by the search committees. The Electronic Resources Librarian position and the Music Librarian position will be posted until the end of January. The Dean of University Libraries position will be posted in the next few weeks. Jasbir Dhaliwal, Executive Director for the FedEx Institute of Technology and UofM Chief Innovation Officer, will be the chair of the search committee for that position.
• On the University of Memphis website for MLK50 events, the library is listed as having 12 of the 17 events.

Meeting Adjourned: 10:05 am
Minutes Finalized: January 25, 2018
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For more information regarding Duo Account Security, visit https://www.memphis.edu/its/security/duo.php.

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