LAC Minutes
March 20, 2018

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

Absent: Gail Barton, Elizabeth McDonald

Guest: Brigitte Billeaudeau, LeAnn Gordy, Caitlin Harrington, Greg Woods

1. National Library Workers Day – Courtney Hicks
   Nation Library Workers Day is Tuesday, April 10, 2018. Ideas for recognizing employees at University Libraries were discussed and a handout was given to council members. It was decided that the Libraries would participate in each of the ideas presented. The handout on National Library Workers Day is attached to the minutes.

2. Dean’s Search Committee Report – Brigitte Billeaudeau
   The search committee for the new Dean/Executive Director of University Libraries met on Friday, March 16. Six to eight candidates will participate in telephone interviews scheduled to start on Tuesday, March 27, and Wednesday, March 28. All candidates being telephone interviewed have MLS degrees and some have PhDs. The on-campus interview process has not been decided. However, candidates that are invited to campus will probably be involved in a campus-wide interview and a library interview.

3. Library Hours for May Break – Bess Robinson
   The calendar will be changed to reflect that the Libraries will be open May 9. Those present discussed whether to close McWherter at 5pm or 6pm during the days in May when classes are not in session. The LAC will review and base their decision on statistics.

4. Memphis Area Circulation Conference, MACC – Greg Woods
   The council was given information on hosting the 2018 Memphis Area Circulation Conference. The will be held during the summer of 2018 and there would be approximately 110-125 attendees. The UofM, University Libraries hosted the conference about 10 years ago and the MACC Executive Board would like to return to our campus. The conference is a one-day event with a registration fee of $40.00. Presenters will be able to attend free of charge.

5. Annual Performance Appraisals – Bess Robinson
   Annual Performance appraisals for staff should be submitted by April 30, 2018. Dates for appraisals should cover the period, April 1, 2017 - April 30, 2018. On the appraisal, 8 or 12 evaluation areas may be used. Supervisors should meet with staff employees to decide which evaluation areas on their performance appraisal should be designated as 1s (important to position) and which should be designated as 2s (highly important to position). Scores in each evaluation area may include numerical 10ths (example: 3.5). The optional box in the appraisal system should be used to list additional awards, service,
or training. Supervisors not submitting staff appraisals by the April 30, 2018, deadline will receive a drop in score on their own appraisal.

6. **Additional Agenda Items**
   None

7. **Announcements**

   **Courtney Hicks**
   We are raising money for the sandbox through MomentUM crowd funding. We have raised $1,500.00 in 24 hours. This fundraising project began on March 19 and runs through April 20.

   **Perveen Rustomfram**
   - Embedded librarians have been providing research support to students in UNIV 4995 classes. An open research session was held on March 14, from 6pm – 8pm. Another session will be held on March 21, from 6pm – 8pm. All sessions are in the McWherter Library Fishbowl Room.
   - English 1020 students can now come to several general open sessions in Lib-225 where they can get help with their research.

   **John Evans**
   - The search for the Lecturer position, Lambuth campus, has been turned over to the Dean.
   - Candidates for the Music Librarian will interview on Monday, March 26, and Tuesday, March 27.
   - Interviews for the Electronic Resources Librarian candidate are scheduled for Tuesday, April 9.
   - We have requested that the RIS Librarian position be reposted.

**Meeting Adjourned: 9:55am**
Possible Activities for National Library Workers Day

Lunch Drawing

In-house - ask everyone in the library to think of someone who has helped them/done something awesome in the last year. Let them submit the name over a week (or one submission per person per awesome thing) and at the end of the week two people get drawn for free lunch.

Social Butterfly

Put everyone's name in a hat and if they are willing, post them on Social Media during National Library Week. Highlight who they are, what they've done and what they do, and why it is so important to the libraries.

Wall of Fame

Snap candid photos of people hard at work. Put the photos into a collage in the rotunda showcasing them and what they do for the libraries. This one is like the social media, without the social media.

Thank You Notes

Invite everyone from campus over (maybe during cake time: insert terrified face here) and ask that they thank someone or a department at the library for something that has helped them/campus. And then deliver them to those people/department.

Ask everyone to bring a picture:

1. Of themselves as a baby for everyone to guess
2. A picture of their child/animal for everyone to guess