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

Absent: Shanika Jones, Lee Slack

1. **Interim Executive Director/ Associate Dean Appointment – John Evans**
   Dr. John Evans has been appointed as Interim Executive Director and Associate Dean of University Libraries. He intends to continue the momentum gained at University Libraries over the past year and hopes to promote an ongoing positive attitude for University Libraries in the future. Dr. Evans read a letter to the council from the faculty and staff to Bess Robinson thanking her for her service to University Libraries as Interim Dean for the past year. This letter is attached to the minutes.

2. **Final Wording for ILL Website – Gail Barton**
   LaTosha Dexter, Deputy University Counsel, submitted a document to University Libraries proposing final wording for the ILL website. This document will be edited for several changes before being placed on the ILL website.

3. **Inventory Update – Gail Barton**
   Thank you to everyone who has worked on the inventory project. Since June 2018, 101,000 books have been inventoried. To date, sections A-F have been inventoried and we are now starting on section G. Collection Management staff and faculty will go on a project hiatus from inventory work and focus on seasonal book order processing.

4. **Food for Fines – Tiger Pantry – Bess Robinson**
   Alison Brown, Coordinator of Student Outreach and Support, has proposed that University Libraries sponsor an outreach event where students can donate food items for overdue book fines. All food items collected will be used to help stock Tiger Pantry. Tiger Pantry is now a division of Student Affairs and provides non-perishable food, toiletry and household items to UofM students, employees, and faculty that are in need. The logistics of sponsoring an event like this will be investigated and the council will revisit this proposal. There are revenue implications for waiving fines. Shelia Gaines will explore possibilities and make a proposal at the next LAC meeting.

5. **Hiring Policies/Procedures – John Evans**
   The document *Faculty Hiring Procedures* will be edited to reflect that a written reference report will be included in the initial applicant summary report submitted to the Dean and UL Administrative Associate for candidates recommended for on-campus interviews. As this review was of great interest to the Libraries faculty, their continued input will be solicited and included in revisions.
6. Additional Agenda Items

   Overdue Book Fines for University Libraries Employees – Shelia Gaines
   Due to changes made in Sierra, Libraries personnel will no longer be exempt from overdue book fines. The option to renew regular books is still available. All books should be renewed at the first email reminder.

7. Announcements

   Bess Robinson
   In response to requests from students, the University has approved plans for gender-neutral restrooms across campus. The restrooms located on the 3rd floor of McWherter Library next to the employee lounge will be designated as gender-neutral restrooms. The corridor leading to the employee lounge will become a public corridor and will be covered by a web security camera. This will mean that once the work is completed, the door from the corridor leading into the Collection Management Department will need to remain locked. A timeline has not been confirmed; work could start in the next 30 – 45 days. The key fob pad will be moved to the lounge door and the corridor to the newly designated gender-neutral restrooms will no longer lock after renovations are complete.

Meeting Adjourned: 10:04am
Minutes Finalized: September 7, 2018
4 September 2018

Margaret E. Robinson
Associate Professor and Head, Research and Instructional Services
University Libraries
University of Memphis

Dear Bess,

On behalf of the faculty and staff of the University Libraries, please accept our heartfelt appreciation for your service as Interim Dean of Libraries 2017-2018. Your calm, empathetic, and supportive guidance was just what we needed as we initiated our planning, and launched our programs for the future.

You brought to this appointment your abiding sense of understanding of libraries and the people who inhabit them, your commitment to users, and your dedication to the role and function of the University Libraries amidst the ever-changing domain of higher education. Your willingness to accept a role you did not pursue and commit to its fulfillment modelled true professional behavior and encouraged the efforts of others to do the same. That is leadership.

Above all else you enabled each person with whom you had contact to know and feel that they had been fully heard, honestly valued, and fairly treated. Each of us remains in your debt. You have laid the foundation for the progress and the Libraries will experience in the years to come.

Sincerely yours,

John E. Evans MS EdD
Associate Dean and Interim Executive Director
University Libraries