

3-2-2017

Operational Working Group Minutes

W. Bede Mitchell

Georgia Southern University, wbmitch@georgiasouthern.edu

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-lowg-minutes>

Recommended Citation

Mitchell, W. Bede, "Operational Working Group Minutes" (2017). *Library Operational Work Group on Consolidation Meeting Minutes*.
1.
<https://digitalcommons.georgiasouthern.edu/lib-lowg-minutes/1>

This minutes (open access) is brought to you for free and open access by the Library Operational Work Group on Consolidation at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Operational Work Group on Consolidation Meeting Minutes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Operational Working Group
March 2, 2017
Notes

Attending, Bede Mitchell (FA co-chair), Doug Frazier (FA co-chair), Clement Lau (OWG co-chair), Aimee Reist (OWG co-chair), Fred Smith, David Lowder, Debra Skinner, Jessica C. Garner, Beth Burnett, Ann Fuller, Judith Garrison, Caroline Hopkinson.

The OWG reviewed the “live” Library Operational Working Group Charter
This Charter was edited by Aimee Reist throughout the meeting as the OWG came to an agreement.

Roles

The Role of the Functional Area (FA) co-chairs was discussed. The FA co-chairs will guide the Operational Working Group (OWG) and approve recommendations made from the OWG. If there are any disagreements that cannot be resolved the FA Co-chairs will help the OWG work through them.

The OWG defined planning and implementation:

Planning: Make the decision for developing recommendations and recommendation rationales that will be submitted to the Consolidation Implementation Committee (CIC)

Implementation: the process of putting our decision into action such as working out our circulation policy.

Tasks

The OWG may form smaller sub-committees or sub-working groups (a name has not been assigned) to address specific tasks. This is so that the appropriate faculty/staff from both libraries will be working on the tasks that concern their department/ functions. For example: someone from cataloging would not necessarily be working on the library website. Ultimately, the FA co-chairs will be responsible for meeting the deadlines for submitting recommendations.

Parking Lot

The “Parking Lot” is a place for tasks that are issues that will eventually need to be addressed but are beyond the scope of the current discussion. The OWG will create an electronic document that can be continually updated as tasks are completed or added to the Parking Lot.

Communication

As we move forward we will update faculty and staff of both libraries through our regular communication channels.

The OWG plans to provide regular updates to our external stakeholders including the Faculty Senate Library Committee, the Friends of the Library, and the SGA.

Documentation

It was agreed that the OWG would use Google Docs for sharing all working documents. The CIC requires all formal documents be submitted in Word. Anything that has been created in .gdoc format can easily be converted to a Word document. Doug Frazier agreed to set up the shared Docs for the OWG.

The OWG will take notes of all of the meetings. FA and OWG members will review and approve the notes. These notes will be shared with Lane & Henderson Library Faculty and Staff.

Decision-Making Method/ Ground Rules

Decision-Making Method and Ground Rules were discussed and will be finalized at our next meeting.

Planning Document for OWG

It is agreed that each library will seek input from its staff about library functions that lead to establishing a new organization structure and staff deployment plan.

Next meeting: March 9, 2:30-4:30.