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Library Department Head Meeting Essence Notes

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Library Department Heads Meeting
August 10, 2015 - Essence Notes

Present:	Bede Mitchell	Debra Skinner	Fred Smith	Jocelyn Poole
	Lili Li	David Lowder	Kendria Lee	Jessica Minihan
	Alva Wilbanks	Ruth Baker		

ACRL statistics survey: Bede is a member of the ACRL committee which will be setting up and collecting the survey data. He discussed the need for department heads to review both the draft of the proposed 2015 ACRL survey and the 2015-16 IPEDS Academic Libraries (AL) survey to see the collaboration between the two. He will send department heads the proposed draft of the ACRL survey and the link to the IPEDS 2015-16 survey so that they may review the sections for which they provide data and see if the instructions and definitions are clearer. Bede added that there may be opportunity for community influence on the IPEDS survey so that next year we may be able to enter our comments, even adding some data we deem necessary, such as web site hits, open access materials collected, etc.

Staff position description review: Bede distributed packets from Human Resources to be used in updating position descriptions. The packets contained instructions to review the old and the new position descriptions of the different classifications of the employees and provide an updated position description. It was noted that Human Resources has been contacted regarding packets not received for some supervisors and the fact that several staff had been left off the lists. Digital Commons contains the library's current position descriptions which can be pulled and used in completing the worksheets. Bede asked that, if possible, the worksheets be submitted to his office prior to the deadline of August 24. Those that need additional time in completing the task should contact him. Once all position updates have been received, he will submit to Human Resources along with a cover letter summarizing the problems and errors we find in the current classification system.

Announcements:

Access Services is currently working on finding space for the large collection of DVDs. Plans are to have them shelved behind the circulation desk in the reserves area. The department has also cleared space in the browsing collection and still working on shifting reserves.

Fred mentioned reading an article in the National Geographic magazine in the Q&A section regarding planting milkweed in the lower 48 states to attract the Monarch butterfly. He hopes to gather more information on the project.

Ruth announced that she has received word that Room 1302 should be completed by the end of the week. Plans are for the training of some staff, perhaps Ruth, Rachel Swartz, and Bob Kicklighter. They would conduct training for others.

Collection and Resources Services will be participating in a departmental retreat on Tuesday, August 11th, from 8 - 3:30 in the IT building; returning to the library following the retreat.

Information Services will hold their retreat on Friday, August 14th. The morning session will be held in the library with the afternoon session moving to the Clubhouse.

Next meeting date is September 14.