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Library Department Head Meeting Essence Notes

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Department Heads Meeting

December 14, 2015

Essence Notes

Present: Bede Mitchell, David Lowder, Ruth Baker, Jocelyn Poole, Fred Smith, Debra Skinner, Alva Wilbanks

Student Tech Fee Requests: Department requests should be submitted to David or Alva by January 11. The STF proposal site will close January 18. Some of the Items discussed for consideration: electronic signage, portable charging stations (Savatri will investigate the ones placed on display in the library), replacement of laptops, and medical learning modules for the nervous system, muscles, and bones.

Disaster Preparedness Plan Revisions: Bede reported that Katrina Jackson reviewed Chapter 4 and has supplied information for updating in regards to disaster recovery of specialized media in Special Collections. The Collections Work Team has also started work on updating sections related to collections. Bede reported that Marvin Mills confirmed that there are several companies on state contract that handle disaster recovery. This information will be inserted in the document. The remaining sections left to be completed by department heads has been updated by Fred based on earlier discussions. He will finalize his edits to the document and then share it with the department heads.

Building Keys: Due to some inconsistency with the issuing of building keys, the library's current key system will be evaluated and new keys issued as needed. Prior to December 18, department heads were asked to complete forms for their faculty/staff indicating those building areas which they need to access. The forms will be submitted to Facility Services for review and new keys issued where needed.

Update on Recruitment of New Assistant Vice Chancellor for Academic Library Services and Executive Director of GALILEO: As a member of the search committee, Bede gave an update on the search for a replacement for Merryll Penson. The first round of application reviews has been completed. The committee will meet in early January to select those candidates (possibly 10-12) who will be invited for airport interviews in Atlanta. Finalist interviews will probably be held in Athens.

Department Reports:

Debra Skinner: Project Management Training: Debra reported that the training received at the workshop in Macon was very worthwhile and she came away with informative book templates, tools and an information website. She stated that the training will help her deal with some of the issues that will arise in her department due to the high level of stress involved with all the necessary work to be done on the Alma Project on top of the regular workloads. She added that they are currently heavily involved in data cleanup and starting Tuesday will be working exclusively on data cleanup until the first week in January.

David added that Tuesday in room 1308, he will be setting up for online training involving the practice site. The website is also open for viewing by anyone.

Information Services Department: Ruth reported that within the next few days they should be making a decision on four applications for the position vacated by Kendria Lee. They are also finalizing applicants for student assistant positions.

Collection and Resources Services Department: New secretary Jennifer (Jen) Williams began December 7. Two other positions are vacant. Recruitment of the position vacated by Linda Hendrix will begin after the holidays.

Access Services Department: Fred reported the resignation of David Rogers effective January 8.

Announcements:

Library classification problems: Bede announced plans to meet with the Rebecca Carroll, new Associate Vice President of Human Resources, at the earliest date possible to discuss the library's classification problems.

Next Meeting: February 8, 3:00 pm.