

6-13-2016

Library Department Head Meeting Essence Notes

Bede Mitchell

Georgia Southern University, wbmitchell@georgiasouthern.edu

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

Recommended Citation

Mitchell, Bede, "Library Department Head Meeting Essence Notes" (2016). *GS Libraries Department Heads Meetings Essence Notes*. 33. <https://digitalcommons.georgiasouthern.edu/lib-dept-minutes/33>

This essence notes (open access) is brought to you for free and open access by the Library Department Heads Meetings at Digital Commons@Georgia Southern. It has been accepted for inclusion in GS Libraries Department Heads Meetings Essence Notes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Library Technical Assistants:

In order to correct an error made in reclassifications a few years back, Human Resources has informed us that Library Technical Assistants are not actually exempt from overtime regulations. Our LTA's will therefore revert to non-exempt status effective July 1, 2016, and will be paid biweekly instead of monthly. This affects some slots currently being filled, and the following employees: Debra Bever, Lillian Brown, Kim Hall, Peggy Lee, Brian Mincey, and Greg Vaughan. The appropriate department heads will inform these employees of this impending change.

Communication and Conflict Resolution Workshops on August 2 & 3:

Bede asked that department heads begin working with their faculty and staff to determine who will attend the August 2 workshop and who will attend August 3. He would like each department's attendance lists about a week prior to the workshops.

Making Our Resources as Accessible as Possible to Patrons with Reading Disabilities:

Bede and Ruth attended an Affordable Learning Georgia webinar that discussed best practices for making content on web pages, Power Point slides, and Word Documents as readable as possible for technologies used by patrons with reading disabilities. Bede urged everyone to view the webinar archive and consider what changes we might need to make in our online content offerings that would bring us into compliance with the best practices laid out in the webinar. Ruth pointed out that software like Word and PowerPoint come with standard options to provide feedback on how documents could be made more accessible, but she will have to check to see if there is a similar feature for LibGuides. David reported he periodically runs our web pages through some online review programs that critique website accessibility levels. Reviewing and improving the accessibility of our online content may be a good goal to include in our FY17 institutional effectiveness plan.

Library Staff Meeting:

Suggestions for Library Staff meeting agenda topics were solicited. Bede and Clement will be meeting with staff at 9am on Wednesday, June 15.

Future Department Heads Meeting Schedule:

We decided to schedule future department head meetings immediately after Deans Council meetings, effective Tuesday, August 9. We will meet at three on Monday, July 11, as previously scheduled, but the August 8 meeting will be moved to 11am on the 9th. Once the fall schedule of Deans Council meetings is announced, the fall department heads meetings will be arranged.