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Library Department Head Meeting Essence Notes

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Library Department Head

March 8, 2017

Essence Notes

Attending: Bede Mitchell, Clement Lau, Fred Smith, Jessica Garner, Ruth Baker, Debra Skinner, Alva Britt.

Deans Council Report:

Bede reported that the OWG sub-group chaired by President Hebert and made up of college deans and department heads will be meeting on March 10 in a brainstorming session to come up with a university organizational structure based on the scenario that if building from scratch, what would be the ideal structure for a university such as Georgia Southern and Armstrong State. Another sub-committee formed by representatives from Georgia Southern and Armstrong will be working on combining both universities mission statements into one.

Debriefing: March 3 Management Retreat:

The group discussed and approved several suggestions to be included in the library's policies of Performance/Attendance Expectations brought out at the recent retreat. Bede will include them in the document and upload it to Google Docs for sharing with the department heads. Following their review they may share with their supervisors.

Bede asked for feedback from the department heads on holding additional workshops twice a year to address issues that arise and to see if revisions should be made to the document. Suggestions on topics that could be addressed at other workshops were voiced. Fred suggested bringing back Denise Gebara for another Human Resource workshop directed at establishing trust with co-workers. Bede stated that such points should be established in setting expectations with new employees. Jessica suggested a workshop on how to build a working relationship with your colleagues. Bede will follow up with Denise on the suggestions.

Alma Update:

Debra reported on a recent demonstration of how Primo and GIL Express will work in Alma. The Alma Implementation Work Team is currently in the process of completing a checklist of tasks that need to be completed by March 14. David is also testing the ARC for the shutdown and backup. Technical services will freeze all processing for the month leading up to Alma's date for going live, May 26.

Department Updates:

Collection and Resource Services: Debra reported she is in the final stages filling the institutional repository position and is also preparing the posting for the position vacated by Krystal King.

Access Services: Fred will soon begin the process for filling Kim Hall's vacant position. He also reported that he and Jessica are working with GIL personnel regarding the possibility of dropping the current GIL Express courier and using UPS, which may prove to be less expensive.

Information Services Department: Ruth reported that they had to migrate from LibCal to a new platform version which will cost per usage. The conversion will take place tonight.

Announcements:

Search - Information Services Department Head: Two candidates have been scheduled for campus interviews. Judith Garrison on Monday, March 20 and Leslie Haas on Wednesday, March 22. Bede will be

sending out a schedule for their visits and a link to their cover letter and CV. He anticipates a selection can be made for a July 1 start date.

Year-end Funding: Funding has been made available for the purchase of two mobile whiteboards, a scanner for large documents such as newspapers, and for the implementation of the Rapid ILL Resource Sharing System.

Clement reported on the possibility of the library receiving an additional 35 fire extinguishers if year-end funding is made available to the department that furnishes the extinguishers. He also reported that he has made arrangements for cleaning of the study rooms and stairwells over the spring break.