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GS Libraries Department Heads Meeting Essence Notes

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Notes

Library Department Heads Meeting

January 10, 2018

Attendees: Paula Fowler, Jessica Garner, Leslie Haas, Clement Lau, David Lowder, Dean Mitchell, Debra Skinner

January 9 Deans Council - Cancelled - Dean Mitchell

The Deans Council meeting scheduled for 1/9 was cancelled

Dean Mitchell received an email from Provost Cone that was sent to the Deans yesterday: Chris Curtis, Vice President Operations, Armstrong Campus, will be Co-Chairing the Jan-March Deans Council Meetings with Provost Cone; the meetings on 2/6 and 3/6 will be held in Savannah

Future Library Department Head Meeting minutes will be distributed via the libconsolidate-l list serve after approved by Dean Mitchell

Action: Schedule future Library Department Heads Meetings with WebEx information for 10am-12noon (Paula Fowler)

Set up WebEx and providing training for Library personnel (David Lowder)

Next OWG Meeting: Task Forces Reports - Dean Mitchell

Task Forces may be asked to present progress reports at the combined Library Department Heads Meeting on 1/31

Trip to Lane Library - Dean Mitchell

Action: Dean Mitchell and Paula Fowler to schedule visit to Lane Library 1/17, 24, or 26 (update: scheduled for 1/24)

Items to discuss: tenure track status, anniversary gifts, merging budgets

Faculty Recruitments - Dean Mitchell

Approval will be secured and ads will be placed for the vacant position in Special Collections (Billy Glasco replacement)

Student Tech Fee Requests – Dean Mitchell

Student Tech Fee requests are due 1/19; these requests need to be specific (pricing, etc)

Institutional Effectiveness/ACRL Statistics - Clement Lau

The next meeting is scheduled for 1/16; agenda items include completion of ACRL data for the report due 2/18 and determination of conducting a public services survey in the Spring

Department Reports

Access Services, Jessica Garner - 3 new employees will be starting next week in Access Services
Research Services, Leslie Haas - Rebecca Hunnicutt will temporarily serve as the History De-

partment liaison until a replacement for Billy Glasco is in place; the installation of the new walls in the Government Documents area is still ongoing as the original installation was done incorrectly

Administration, Clement Lau - discussed recent air handler problems; survey responses for the office air settings need to be completed by Library personnel

Questions, Old & New Business - Dean Mitchell

Room 1231 on the first floor is empty and available for use as a departmental storage area

Announcements

Dean Mitchell received an invitation for the EBSCO Seminar on Feb 11 which is a part of ALA Denver Midwinter - Leslie Haas expressed interest in attending as Dean Mitchell cannot attend