DAC Meeting Minutes

April 9, 2015

Attendees: Jeff Hancks, Jeff Matlak, Mary Day, Michael Lorenzen, Jeanne Stierman, Chuck Malone, Julie Hannen, Hunt Dunlap, Tom Finley, Sean Cordes, Chet Derry, Haley Hickenbottom

Absent: Barb Grindstaff, Krista Sharpe

1. Civil Service Evaluations
   a. Last year went smoothly
   b. Would like to continue with same procedures as last year-schedule to come later
   c. Watch language used in comments for HR
   d. Use evaluation ranges appropriately
   e. Jeanne will be also be reviewing the departments that report to her as well as the Dean
   f. Self-evaluations are optional to department heads
   g. Those being evaluated are not required to comment on Evaluator’s comments.

2. Student Appreciation Party
   a. Always been LSA organized—should it become library wide? Fewer LSA members
   b. Students in all units within the library are invited
   c. If faculty/staff not LSA member they must pay to eat – all students do not pay
   d. Currently 39 LSA members (library, Utech, Honors)
   e. Main problems – amounts of foods and some students come alone as supervisors are not LSA members
   f. Dean Lorenzen suggested a meeting with the other 4 entities in the library to discuss donations, food, etc for next year and decide if this party should be library wide ran versus LSA.

3. Round Robin

   Jeff Matlak

   -looks like budget will come in very close to even (no over spending)
   -renegotiated Ebsco package to accommodate budget
   - working on Carli database renewals
   - weeding the paperback collection which is now available for borrowing
Jeff Hancks
- Appointed to Steering Committee of Illinois State Historical Society
- Archives is business as usual
- Leaving in August for sabbatical

Haley Hickenbottom
- Budget is allocated
- Received one major gift collection from Quad Cities with another on the way
- Continue work on music recitals
- Materials were ordered for the Chu library collection
- Games have been cataloged

Mary Day
- Paperwork to fill Julie Hannen’s vacancy in Access Services has gone over
- Mary & Lora will be delivering goody bags to library student employees during Student Employment Week
- Library will be participating in the the Institutional Work Program again for new freshman hires

Julie Hannen
- 3rd floor shifting continues
- Paperback collection weeding
- 2nd floor storage shifting on hold due to the shelving needing reinforced
- Everything from the basement has been moved to 2nd floor storage that is coming up

Chuck Malone
- Business as usual
- Shifting/moving microfiche and microfilm
Tom Finley

- Ceremony for the Leibovitz Memorial Stone

Sean Cordes

- Getting ready for the Libguides transition
- Passed the first stage for the Carli grant to get additional funding

Hunt Dunlap

- Music Librarian final candidate on Monday April 13th
  o Should have final recommendation to the Dean by Tuesday
- Utech
  o Zimbra will be down this weekend
  o Upgrading 4 buildings wireless
  o RFP for campus security has been completed

Chet Derry

- Almost completed eradicating Windows XP from library (2 Ref-West remain)
  o Will be replacing one machine as too costly to upgrade both

Meeting adjourned at 9:15 a.m.