



Agenda of the University Libraries Assembly
2:00 PM, [TEAMS](#)
September 20th, 2023

Call to order: 2:01 PM

Present: Weeks, Kubicki, Johnson, Davis, Luster, Ballance, Tharrington, Bustos, Berge, Lightfoot, Harris, Warren, Davies, Dority

Absent: Reese

1. Approval of June 2023 Minutes (Weeks)

a. Proposed amendments:

- i. Correct misspellings and make clarifications on Section G

Motion to Approve: Luster, 2nd: Ballance

2. Approval of July 2023 called meeting minutes (Weeks)

Motion to approve: Ballance, 2nd: Luster

3. OLD Business

4. NEW Business

a. Greenblatt Library Director Update (Davies)

i. Personnel

1. PT evening position – close to announcing hiring.
2. Evening / weekend manager search ongoing, have some applicants.

ii. Resources:

1. Spending Young Fund money to update print / eBooks
2. Will be shifting to a new Scholarly Commons platform (next year)
3. Successful LCME mock site visit on 9/19

University Libraries

iii. Renovation:

1. Hosting exhibition of student medical illustrations / scientific art on 1st and 2nd floors at Greenblatt
2. Moving forward with further WOW space planning
3. Warren approved funding to update virtual reality room
4. Davies met with representative re: additional furniture at Greenblatt
5. New information desk chairs
6. Signage never corrected / arrived, working with DCM for banners on 1st and 2nd floors to direct patrons to various spaces

iv. Research

1. Working on a couple research projects

b. Reese Library Director Update (Johnson)

- i. Dale McClung began role as daytime manager – celebration on 9/21 at 12 PM
- ii. 2 candidates for Access Services Librarian position on campus on 9/25 & 9/29, another Zoom interview coming up for potential 3rd candidate
- iii. 2 student assistants (possibly) starting week of 9/25
- iv. New lights installed on majority of 3rd floor, remainder on order
- v. Reese study rooms taken offline temporarily due to ongoing technology refresh
- vi. New furniture arrives at Reese during Fall Pause
- vii. Weeks and Johnson working to get an Information Literacy course (ILIT 1500) added to the core curriculum.
- viii. Johnson working to transition vendors to Lightfoot
- ix. Johnson working to schedule a poetry reading featuring Karen Head at Reese

c. Dean of Libraries Update (Warren)

- i. Welcome Elizabeth Lightfoot!
- ii. Equipment refreshes at Reese causing study room disruption
- iii. Personnel
 1. David Young (currently at DCG) accepted offer as business manager, starts October 16.
 2. Just finished 2nd or 3rd round of interviews for Accountant 1 position today, hope to announce soon
- iv. University
 1. Working on proposal to submit to MCG to increase funding in support of regional MCG campus
 2. Wellstar MCG partnership officially began on September 1. Bustos and Warren spoke with folks about what / if any disruptions to library resource access. Structure provided for us to continue receiving payments for

resources through end of year. Will discuss what / if any services will continue being provided going forward.

3. Library is officially part of new program proposal check-off list so resource needs can be accounted for.

v. Facilities

1. Office furniture refresh at Greenblatt, new “task chairs” for Reese and Greenblatt – options from vendors within the next few weeks
2. Interior / exterior furniture planning for café space / how to provide shade
3. RFPs happening with potential café vendors for Greenblatt
4. Brad has approval to move forward with plan to renovate Greenblatt 2nd floor employee spaces (Admin, Collections offices, and R&ES)
 - a. Program plan from architect soon
 - b. Hope to know cost by end of FY – construction in FY 25
5. Not leaving Reese out – conversation with provost next week about transitioning facilities plan to Reese

vi. Personal

1. Warren running for ACRL president, materials due October; January voting for ACRL presidency
2. Association of Southeast Research Libraries – potential AU membership. Technically we do not qualify due to budget size (too small), but might have ability under new association provisions. Symbolic milestone with R1 aspirations.
3. Warren is Paceline library captain. Consider participating. Riding, donating, volunteering.
 - a. Raysean Ricks reached out – Brad will be vlogging his ride of Paceline event with GoPro!?

vii. Faculty issues

1. Discussion with Lightfoot – how to build collection duties into liaison positions. Months from now but coming down the pipeline.
2. Reminder: Warren opted for the new evaluation cycle. Information from Karen Head forthcoming later this semester - for those who did not complete their evaluation earlier this year.
3. Warren and Davis on ad hoc committee looking at AU enrollment growth
4. Warren volunteered to liaison for RACL executive committee for GALILEO. Issuing an RFP for courier services for GIL-EXPRESS

viii. If there are questions about HR policy that rolled through, let Warren know

d. University Senate Update (Davis)

- i. See Augusta Faculty Senate Meeting Minutes
- ii. Smart Growth Task Force

- iii. Workload Task Force – Weeks is library representative on this group
 - 1. Spillover from all the Promotion & Tenure / evaluation policy changes that came down from USG. Will be evaluating how workload is defined and how percent effort is assigned.
- iv. Next Faculty Senate meeting (Tuesday, Sept 26) agenda topics:
 - 1. Freedom of Expression and Academic Freedom Policy
 - 2. DEI initiatives
 - 3. Parking discussion, particularly for health sciences
 - 4. Travel and AP offices – changing reimbursement policy / procedure for travel. Moving to an electronic reimbursement – submit everything online.
 - 5. Dr. Keel retirement. Senate officer level in discussion with Chancellor and BOR chairman about how faculty can be involved in the new search (encouraging them to involve faculty).
- v. You can find Faculty Senate Information and calendar at:
<https://www.augusta.edu/faculty/senate/>
- e. Open Access Charges Pilot Program Updates (Davis)
 - i. To date, 5 applications, 3 awarded, 2 not accepted
 - ii. Encourage us as librarians to apply for these funds if opportunity arises
 - iii. Each college is guaranteed 4 awards before the money is released to a general pool
- f. Training, Travel, and Professional Development Funds (Tharrington)
 - i. Overview of proposed policies / procedures
 - ii. Upcoming change in how AP processes travel reimbursements / will be updated
 - iii. Comments: Warren commends group members for thoroughness
 - iv. Question: If already paid for membership dues – can we be reimbursed?
 - 1. If before July 1, 2023 – no
 - 2. If July 1, 2023 or later – likely yes. Discuss with Adrienne.
 - v. Question (Davis): Do we need to have a separate form for folks to request membership dues?
 - 1. Warren suggests work with Adrienne Hayes on what would work with them for reimbursement purposes. Form? P Card?
 - 2. New Accountant position will be expected to update the procedures on how to submit this information.
 - 3. Thanks to those who took the survey – we shared that info with Warren and used that to inform the new policies.
 - 4. Faculty request: When we get new business manager in place, needs to be better communication between that person and the faculty. Warren says that has been an active part of the conversation with applicants.
 - vi. Any further questions, reach out to someone on this committee.
 - 1. Harris will send out a ballot in the next few weeks to accept or deny these policies / procedures.

- g. University Committee Updates (send updates to Harris)
 - i. Curriculum and Academic Policies (Weeks)
 - 1. Met twice, Weeks is the secretary, establishing workflows
 - ii. Student Affairs (Luster)
 - 1. Met earlier in Sept. Discussed undergrad attendance policy – up for renewal. Someone wrote it, but faculty were not involved.
 - 2. Period products in the bathrooms: Facilities was supposed to expand to all bathrooms on campus, but has not done so. Committee members have each taken a building to count / build census; will reach out to facilities on how to remedy
 - 3. Discussed Oak Hall. Some students happy, others not. Were told not to decorate, rumors abound, some have laundry service, others don't.
 - a. Susan Davies to talk with Faculty Senate about what her office is doing to connect with these students. No students plan to leave AU. Students still having issues with bookstore not having items they need in a timely manner.
 - iii. Athletics (Bustos)
 - 1. No update
 - iv. BAUR (Budget Advisory and University Resources Committee) (Bustos)
 - 1. Committee has not met yet, but in regular email communication discussing APC proposals.
 - v. Faculty Development Committee (Dority)
 - 1. D2L Governance Committee formalized, check in survey for students is now available in D2L
 - 2. Dr. Karen Head expressed that if schools / colleges want her to come speak, please reach out to her
 - 3. Dean's 360 review will begin soon
 - 4. Climate Survey Working Group – if you receive it, please participate.
 - a. Dean Warren emphasized the importance of participating if invited to take survey.
 - 5. In process of reviewing travel expense policy, sending back questions
 - vi. Faculty Rights and Responsibilities (Kubicki)
 - 1. No update
 - vii. Governance and Communication (Harris)
 - 1. Website Maintenance Plan in the works
 - viii. Information Technology (Bustos)

1. No update

- ix. Promotion and Tenure (Gaines)

1. No Update

5. Announcements

- a. Luster: faculty, staff, and students invited to Banned Books Read-In at both libraries

- i. Greenblatt: Monday, October 2nd at 11 am

- ii. Reese: Tuesday, October 3rd at 11 AM

- iii. Warren offers to reach out to DCM to promote this program

The next Libraries Assembly meeting is scheduled for Wednesday, January 17th, 2024 at 2 PM.

Motion to adjourn: Tharrington, 2nd: Davis

Adjourn at 2:57