Library Information Technology Services Meeting  
January 4, 2005

Summary Notes


Not present: Katie Bohnert, Lisa Chambers and Kirk VanOoteghem.

Announcements –

- Cabinet meetings will be held on a monthly basis now.
- Judy Cobb, retired librarian, left a substantial gift to the Archives and Special Collections Research Center.
- An email from Information Technology was sent to 24,000 individuals on campus. Of that number, 2,400 were opened and 400 links were clicked. Email messages about Information Technology unit activities will be sent once or twice a month.
- LITS personnel are reminded that when calls are received from Dr. Smitherman or Mr. Repp of the Vice-President’s office, these calls are to be handled quickly and efficiently.
- There has been some discussion of a coffee cart on the first floor of Bracken Library. A survey may be circulated to determine if this would be a cost-effective program for the university.
- If the University closes due to an emergency, Brad will notify those under his supervision. Jim will call Lisa and Katie. Supervisors will notify student workers. An updated directory list will be distributed to LITS personnel.
- Eleven PCs and other equipment are on order. Six of these computers will be for public access, two will replace instructor stations in BL009 and BL104, and the others will go in staff areas.
- Software is on order for Educational Resources.
- Work continues on the mobile site. Articles about the mobile site may appear in the University Libraries Faculty Newsletter and Library Insider Newsletter.
- Technology Training Support Services is conducting workshops for service desk personnel. Additional workshops will be scheduled for student service desk workers after Spring Semester begins.
- The search continues for the Head of Digital Libraries and Web Services position.
A Microcomputer/Systems/Network Analyst position with evening and weekend hours is currently posted.

James Bradley, Head of Metadata and Digital Initiatives, began work in December.

Katie Bohnert gave birth to a baby boy in December.

Priority projects for January – Brad listed the following priority projects:

- Migration of file sharing services from NetWare to the Windows Server environment.
- Digital Library Initiative projects.
- “My Account” project for CardCat.
- Web Statistics
- Electronic Resource Statistics

Current Projects - Brad provided each staff member the opportunity to outline current projects. A listing of the current projects is attached to the summary notes.