Library Information Technology Services Meeting
July 27, 2004

Summary Notes


Brad outlined the purpose for monthly unit meetings:
1. Improve communication with unit personnel
2. Share information with unit personnel
3. Take questions and gather comments from unit personnel
4. Frequency – monthly

Brad provided highlights from information gathered at the recent University Libraries Cabinet meetings. He reminded LITS personnel that these minutes are available on the intranet site and urged staff to review them. He also briefly outlined discussion items from his weekly meetings with Dr. Häfner.

Brad provided each staff member the opportunity to outline current projects. A listing is attached to these summary notes.

Dr. Häfner was present to answer questions. He stressed the importance of the LITS unit and its members in making a difference to staff, faculty and students. The Dean also outlined the new hours in Bracken: Sunday through Thursday hours are until 2:00 a.m.; Educational Resources and Music Listening Center will close at midnight. A new employee will be hired to work until 2:15 a.m. He also discussed the changes in Educational Resources and the Architecture Library.

Dr. Häfner was asked when the new hours will begin and is there discussion of expanding Friday/Saturday hours. If staff is in place, new hours could commence on the 23rd. Expansion of Friday/Saturday hours can’t be done with current personnel. While he would like to have longer hours on the weekend, there is no new money available for staff. Therefore, a reshuffling of current positions is underway.

Dr. Häfner stated he is focusing more on data collection. He was asked to give an example of the type of data he is trying to obtain. One example is the number of books being circulated. The Dean wants circulation to grow by 8% next year. Another example is how much circulating laptops and other equipment are being used.
Dr. Häfner was asked if an email could be sent to personnel when cabinet minutes are posted. The Dean thought that was a good idea and will implement. He stated the Library Insider is the official paper of University Libraries and gives good information. Also, the University Libraries News for Faculty newsletter will be sent out each semester beginning in Fall 2004.

Part-time temporary personnel expressed concerns about the way payroll is handled for part-time personnel. Dr. Häfner explained that time accounting for part-time personnel is handled differently than for full-time staff.

Dr. Häfner was asked about personnel being able to edit their own Vignette pages. He stated that the goal is to have a web site that many can work on.