UNIVERSITY STAFF ADVISORY COUNCIL | MEETING MINUTES
October 12, 2021 - Zoom

Members Present: Katy Olney (Chair), Kaylin Tingle (Secretary/Treasurer), Taylor McNeilly (Vice Chair), Mike LaRue, Craig Buchbinder, Paul Just, John Srofe, Brianne Meagher, Carolyn Smart, Fred Hagemeister, Rachel Weinburg-Rue, Kourtney Ennis, Ashelle Brown, Abby Roberts, Cassie Price, Frances Dickerson-King, Pat Coleman, Jeff Smith

Non-Voting Attendees: Mark Stanton, Carl Sorenson, Mary Finley-Brook

Members Absent: Susan Sokolsky, Bill Galaspie, Cindy Smith, Jamie Lynn Haskins

Non-Voting Absent:

Katy Olney, chair, called the Council meeting to order at 1:02 p.m.

2021-2022 Goal Review, Katy Olney

1. Continue to highlight, support, and encourage diversity, equity, and inclusion in university staff experiences, including USAC meetings and events.
2. Actively engage university staff in professional development opportunities both during and outside of USAC meetings that encourage staff to connect and showcase their expertise for the campus community as well as better their performance in the workplace.
3. Continue to support active, two-way communication and knowledge sharing with upper administration while increasing staff representation and voices in University decisions that impact staff.

Staff Resources at Boatwright Library, Cassandra Taylor-Anderson, Head of Access Services

Note that until green stage of physical distancing framework, all members of community are asked to present their UR ID upon entering the library.

- Boatwright Memorial Library Building Overview
  o Technology Learning Center (2nd floor)
  o Faculty Hub (3rd floor)
  o School of Arts & Sciences, Academic Skills Center (Administrative Wing)
  o Lora Robins Gallery of Design for Nature (outside near the road)
  o Virginia Baptist Historical Society (houses University archives; next to tower entrance)

- Service Groups
  o Access Services
    ▪ Assists users in finding physical and electronic materials
    ▪ Users can request books for pickup on arrival
    ▪ Users can set up proxy for pickup
    ▪ Reserving faculty course items
  o Digital Scholarship Lab & Digital Engagement
- Develops innovative digital humanities projects that contribute to teaching and research at and beyond UR
- Digitizes, preserves and publishes university research and publications, along with special collections and university archival content. For more visit dsl.richmond.edu

- Budget Acquisitions & Discovery Group
  - Work behind the scenes to manage university’s relationships with publishers and content providers and ensuring metadata records are current and accurate

- General Services
  - Resource Sharing (ILL)
  - Facility Management
  - Facility Safety
  - Centralized Shipping Operations
  - Public Technology

- Research & Instruction
  - 8 subject liaison librarians who provide research support, individual appointments, class instruction on library resources, research & information literacy, collection development, and general reference help
  - Create and maintain libguides (help guides that include collections of resources for particular subject areas)
  - Provide help via chat, email, text, zoom, and in-person

- Rare Books Special Collections
  - Preserves, protects, and provides access to some of the oldest and most valuable and unique materials in library collection
  - Areas of particular strength – Richmond, Virginia, Civil War, Historic Children’s Literature, Travel & Exploration Works, Historic Cookbooks, Domestic Guides
  - Currently under construction; grand re-opening Summer 2022
  - For more info visit rarebooks.urlibraries.org

- Book Arts Studio (4th floor)
  - Branch of Rare Books & Special Collections
  - Enrich the creative and scholarly culture at UR
  - Make your own book! Contact Jen Thomas – jthomas8@richmond.edu
  - Learn more about the history and art of the book as mode of communication
  - Learn more at libguides.richmond.edu/bookarts

- Parsons Music Library (enter through 2nd floor of Booker Hall or 3rd floor of Modlin Center)
  - Meeting spaces, study spaces, outdoor patio
  - Music, books and other materials related to all aspects of music and dance
  - Audio and video recordings of music and dance performances
  - Learn more at https://blog.richmond.edu/parsons/

- Library website – library.richmond.edu
  - OneSearch
  - Books & More
  - Articles
  - Research Guides
    - E-Books
    - Newspapers
  - A-Z Databases
    - Ancestry – Library Edition

- Self-Service checkout
  - Swipe UR ID, Book Bar Code, and go!
- Mobile Checkout
Committee Updates

Communications Committee Kourtney Ennis (chair), Kaylin Tingle, Jamie Lynn Haskins, Pat Coleman, Abby Roberts, Mike LaRue, Paul Just
Updated USAC website to new University platform. Always looking for suggestions for content, please reach out! If something great is going on in your department – colleague kudos, events, photos – always looking for content for website and social media! Looking for a photographer to contribute photos for our website – please email Kourtney Ennis – kennis@richmond.edu

Elections Committee, Fred Hagemeister (chair), Taylor McNeilly, Carolyn Smart, Craig Buchbinder, Jeff Smith, Ashelle Brown, John Srofe
Shoutout to Kourtney for updating elections site on usac.richmond.edu

Volunteer & Engagement Committee, Susan Sokolsky (chair), Katy Olney, Bill Galaspie, Cassie Price, Rachel Weinberg-Rue, Frances Dickerson-King, Cindy Smith
Possibility of working w/ Title IX office for Compliance Week.

Faculty Senate Liaison, Brianne Meagher
Faculty Senate had first meeting on Sept. 24 – Q&A w/ President and Provost w/ covid protocols. Faculty asking for prevalence testing for vaccinated members of community. USAC/Faculty Senate collaboration opportunities such as joint training. Any ideas reach out to Brianne.

Faculty Senate liaison to USAC, Mary Finley-Brook
No updates to report.

PIT, Pat Coleman/Paul Just
No updates to report.

FSIG, Mike LaRue
Focus on getting staffing levels back to pre-covid.

Budget Review, Katy Olney
Initial Budget: $5,875
Expenditure YTD: $0
Balance: $5,875
Expenses: $0
Expected Expenses: $0

Gallery Comments:
No gallery comments.

Closed Session:
The Council entered closed session at 1:45pm

**Web Submissions, Taylor McNeilly**

A summary of web submissions can be found on the USAC website.

Katy Olney adjourned the meeting at 2:57pm.

The next meeting will be held Tuesday, Nov. 9, 1pm-3pm, via Zoom.

*Respectfully submitted, Kaylin Tingle, Secretary/Treasurer*