**Library Leadership Team (LLT) Meeting** – Thursday, March 2, 2017; 1:30pm-3:00pm

Present: Maggie Farrell, Suzanne Schilf, Gail Julian, Tammy Crane, Brenda Burk, Michelle Voyles, Peg Tyler, Chris Vinson, and Kristy Snider

Dean’s Update – *Maggie Farrell*

* Communication
  + The deans had a discussion on how best to manage the various communications from the Provost Office to the colleges/libraries
  + Information distributed to department chairs will either cc or be sent to the deans
  + Some information will be sent to the deans to distribute to the chairs
* CCIT CIO – ongoing search
  + The CIO search did not result in a hire, however, the search continues and there are potential candidates identified through search firm Next Generation
  + Maggie continues to serve on the search committee
* Security Measures
  + Due to several security attempts on Clemson databases, the university is strengthening authentication
  + The university is implementing 2FA (2 factor authentication)
  + Duo app is available and employees will need to use this app for access to HR resources
* New Assessment software being considered to replace Weave
  + Clemson up for SACS 5-year review in a year, so will not replace until after accreditation documents are completed
  + The university will start to consider possible solutions
* International Students
  + If problems arise, encourage international students to contact CU Police (ex: getting stopped in airport, getting pulled over while driving, etc.)
  + Some international students do not consider “police” for assistance so reassure students that police are the central help entity for all students
  + International Services website up and running
    - Resources available: <http://www.clemson.edu/campus-life/campus-services/international/index.html>
* Board of Visitors visit to be hosted by Libraries
  + March 30 – lunch on 6th floor of Cooper, approximately 70 people
  + Great opportunity to showcase our space
  + Volunteers are needed (free lunch as a thank you)
* Libraries Shout-out at Leadership Meeting
  + Provost Bob Jones had a free hour so he decided to visit the new Starbucks located in Cooper. He was able to see collaborative efforts in motion and called it a “true learning environment”.

Student Appreciation – *Kristy Snider*

* Last year we hosted events at each of the 5 library branches but participation was sparse
  + Special Collections (afternoon tea/snacks)- 11 attended
  + Education Media Center (cookies) – 6 attended
  + Library Depot (ice cream treats) – 7 attended
  + Cooper (lunch) – 17 attended
  + Architecture Library (pastries) – 8 attended
* This year we will split the budget between the units and allow them to plan their own event
* We will place our Student Appreciation banner at the branches during the month of April
* Because the exam week goody bag was a hit last year, the same process will continue this year
* Admin. will coordinate a sign-up list for Library employees to donate goody bag items (exam week: May 1-5)
  + This will allow for a good base of items to build upon so that it will not be a financial burden on any one area. Each area is encouraged to add to the bags as they are willing and able to.
  + Admin. will assemble the goody bags and then deliver to the areas
* Graduating Student Employees
  + Will be presented a black zippered portfolio with the Clemson Libraries logo embossed on it
  + Will also be given the opportunity to have a bookplate placed in the book of their choice along with their picture in our Library Announcements

Employee Recognition Day – *Kristy Snider*

* Venues and dates are being explored (May 18?)
  + President’s Box at football stadium
  + Baseball stadium
  + Littlejohn Coliseum
  + Outdoor Lab
  + Madren Center
* Employee Gifts – ideas?
* Employee of the Year committee to be identified

EResources Librarian – *Gail Julian*

* To replace Chris Ryan since she is now Interim Associate Dean
* Position description discussed
* Ready to recruit upon position description approval

Library Specialist refill – *Gail Julian*

* Shirley Hendricks will retire March 31
* Position description reviewed and approved
* Ready to recruit

Brown Room Policy – *Suzanne Schilf*

* Order of priority discussed
* Wording of policy edited
* Use sidebar w/ list of technology so that policy doesn’t have to be updated each time equipment is added or removed
* Our hope is that Brown Room should be used rather than sit empty.

Quarterly Fiscal Budget meeting this month – FY18 will be worked on

Library Employee Meeting Debrief– *Maggie Farrell*

* Feedback received:
  + Long
  + Uncomfortable seating
  + Budget explanation very helpful
  + Academic vs. research library chart very helpful
  + Better understanding of faculty role
  + Overall positive experience
* Suggestions for next employee meeting
  + Shorter unit head updates
  + HR to provide HR update
  + More Q & A
* Action Item
* Post PowerPoint on Staffweb (done)