University Libraries Management Team
April 17, 2012

Present: Suzanne Larsen, Jennifer Knievel, Yem Fong, Jina Wakimoto, Bruce Montgomery, Jim Williams

There was no quorum for the meeting, so the group had an informal discussion.

Suzanne announced that Cheryl will provide administrative support for all departments and working groups. She can schedule meetings, take minutes, create and format documents, collate, and/or distribute.

Suzanne’s interim associate dean appointment will be extended one year during the search for an associate dean.

- E-mail actions –
  1. The group agreed to branch nomenclature for promotional materials proposed by Deborah Fink
     When referring to or listing branches in a more formal, text-based context, the following full names will be used whenever possible:

     William H. White Business Library
     Jerry Crail Johnson Earth Sciences & Map Library
     L.H. Gemmill Library of Engineering, Mathematics, and Physics
     Howard B. Waltz Music Library

     When listing branches in image-based, text-minimized, quick-recognition promotional materials, the following subject designations will be used:

     Business Library
     Earth Sciences & Map Library
     Engineering, Mathematics & Physics Library
     Music Library

  2. Scholarly Communications WG proposal
     The Service Points Working Group members have been appointed and will have their first meeting next week. Members are: Curt Williams, Emily Fidelman, Brittany Reed, Jennie Gerke, Janet Freeman, Mark Mabbert, Erika Klein, Steve Mascaro, Tim Leal, Stephanie Yuhas
     MT invites the Libraries community to continue to comment on the Scholarly Communication Working Group. Department Directors should name employees they recommend for membership by April 27. The membership will be discussed at the May 1 MT meeting.
     MT will continue working on the Instruction Working Group and the Collections Working Group.

A historical log of management team minutes is available online:
http://ucblibraries.colorado.edu/adminservices/management/index.htm

Next meeting
May 1