

# LMT Meeting Information and Action Items

Tuesday, December 5, 2017

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## *In Attendance*

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Ann Campion Riley  
Anselm Huelsbergen  
Pat Jones  
Deb Ward

Corrie Hutchinson  
Jeannette Pierce  
Kathy Peters

Shannon Cary  
Ernest Shaw  
Jacqueline Rash

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## *Updates from Ann*

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- Welcome back to Pat Jones.
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## *Math Library Search*

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- Deb reported that John had helped her create interview questions that will specifically help us determine not just a qualified candidate, but one that is a good fit for the Math library as well.
  - Deb had to think outside the box to get key concepts of skills and abilities needed for this position> She shared feedback forms she created for use by LMT as future hiring resources.
  - Interviews started yesterday and two more candidates will be interviewed tomorrow. She is hoping to make an offer very soon as John's last day is the Friday of the following week. She hopes there is overlap time for training opportunities.
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## *Microfilm/ CRL*

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- Ann would like 406 to become a classroom for Special Collections once Microfilm is removed.
  - Selectors will work with faculty to determine what microfilm they use.
  - Moving will occur during spring semester.
  - CRL will take deteriorating Microfilm.
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## *Lower Level*

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- Archives will move to the lower level. We want to think strategically as to how we can provide acceptable archival space while staying viable for future move to south extension.
- There is 38 thousand square feet of space, not including Tech Services area, in the lower level to consider.

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### ***South Extension***

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- Once Depository is completed, Ann would like to get the south Ellis extension on the Capital Plan, with a goal of obtaining the extension within 5 years.
  - It is hoped that we will be able to move Archives and Special Collections to the new addition.
  - We may be able to partner with other campus entities that can help with the addition.
  - We will also seek donor resources to complete this project.
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### ***Recorded Sound Update***

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- ESFAC plans to look at the space and give recommendations.
  - To our knowledge, the current material request process is working.
  - May be able to address the space with possible SFCIC funds.
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### ***Stair lift to SPEC***

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- As we continue to move items in and out of Special Collections, we need a solution for transport, as the lift is not recommended.
  - One idea was to use the dumb waiter on the fourth floor.
- The current lift breaks down often and presents a problem for users.

Action: Pat will ask Amber with Disabilities Services if they could help us determine a solution for replacement/repair.

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### ***Next meetings***

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- Dec. 20 - 10:30am
- Jan 2 - Canceled
- Jan. 16 - 2:00pm
- Jan. 30 - 2:00pm
  
- All Staff: Jan 11, 2 p.m.
  - Agenda ideas:
    - Strategic Planning
    - SWOT
    - Ithaka
    - JIRA
    - Confluence
    - Capital projects: Microfilm