


MU Librarians and Archivists Council
Meeting Minutes
March 21, 2018

Present: Present: Noel Kopriva (Chair), Kelli Hansen (Vice-Chair), Taira Meadowcroft (Recorder), Rebecca Graves (Faculty Council Rep), Rachel Brekhus (Alt Faculty Council Rep), Kate Anderson, Joe Askins, Grace Atkins, Anne Barker, Abbie Brown, Cindy Cotner, Janice Dysart, Jennifer Gravley, Anselm Huelsbergen, Julie Housknecht, Corrie Hutchinson, Kimberly Moeller, Tim Perry, Jeanette Pierce, Sandy Schiefer, Rich Rexroat, Deb Ward, Rhonda Whithaus.

Guests: Shannon Cary, Communications Officer

1. Approval of minutes February 2018
 - a. Moved by Rebecca, seconded by Kimberly, motion passed.
2. Messaging and communicating Q & A (Shannon Cary)
 - a. What do we call the library?
 - i. University of Missouri Libraries for the 1st instance
 - ii. University Libraries after that
 - iii. Mizzou Libraries for informal situations like social media
 - iv. Identity Standards for MU and the Libraries
 - v. <http://library.missouri.edu/news/staff-news/identity-standards-for-mu-and-the-libraries>
 1. Our unit signature: the stacked MU logo followed by “Libraries”. “You can get the Libraries’ unit signature from Shannon Cary. If you need anything printed with the unit signature, please make sure it has been approved by me or Printing Services.”
 2. In **writing**, do **not** use “MU Libraries”. Instead, do this:
 - a. Formal writing: **University of Missouri Libraries** the first time, then after that just **University Libraries**
 3. Informal writing (such as social media): **Mizzou Libraries**
 4. Email signature: use **University of Missouri Libraries**
 - b. Where to get letterhead?
 - i. Ask Jacqueline for both digital and print letterhead- work with her to order letterhead and business cards
 - c. Message vs. Statements
 - i. Safety in the library message:
 1. Message was communicated to ULSAC; talked about how a portion of their fee money goes toward increased security; message was well received
 - ii. Why can’t we do statements
 1. Administration felt that we didn’t need more than one statement saying the same thing
 - iii. MULAC can reach out to other groups and can make internal statements. For example when letters are sent to the Provost or a verbal message to ULSAC.
 - iv. Messages need to be representative of MULAC

- d. Requests from the media
 - i. Forward request to Shannon
 - ii. She may have you answer the question; can sit on the conversation; you make the decision to not respond
 - iii. If it looks controversial, do not answer the request and directly forward to Shannon.
 - iv. News Bureau is notified if it's national, TV, or controversial.
- e. Sanger Poster
 - i. Taken down because the Diversity posters were being updated.
 - ii. What's going in place: currently working on READ posters and another diversity series
- f. Concerns brought up by student groups should go through ULSAC.
- g. Always ask Shannon if you have questions or want more information
- 3. Adding minutes to News Notes
 - a. Discussed that we should add approved minutes in News Notes for transparency; link out to Sharepoint.
 - b. Noel Kopriva moved to put approved minutes into News Notes, seconded by Rachel Brekhus. Motion passed.
- 4. Committee Reports
 - a. AAPN
 - i. Still waiting for approval from the Chancellor about NTT status
 - ii. Rebecca Graves, Faculty Council (FC) Rep will ask FC Chair to contact Chancellor on this.
 - b. WPD
 - i. We continue to work on identifying awards that Librarians and Archivists are eligible for



awards.xlsx
 - ii. Anne is meeting with a representative from the English Department to learn how they coordinate nominations. We've not heard of other departments that do this. If you know of any, please let us know.
 - iii. We should have more to report on all of this for May.
 - iv. Having heard from a number of people feeling stressed by the budget situation and additional work, we discussed possible ways to deal with this. We made the following recommendations to the MULAC Executive Committee:
 1. That LMT send a message recognizing the stressors and recommending the annual review process as an opportunity to clarify priorities and expectations. (See Ann Riley's email of March 16 in response.)
 2. That WPD collect ideas on handling stress.
 3. That we consider engaging with the Staff Advisory Group in identifying "things we could stop doing" or more efficient ways to do things. We think it advisable to do this after any layoffs take place to prevent anyone feeling targeted.
 - c. Promotion Committee
 - i. No new report; waiting for Ann Riley to submit promotion to Provost by April 1st.

- d. NTT Faculty Standing Committee
 - i. NTT non-renewals- 6 NTTs not renewed, 3 J School, 2 A&S, 1 Engineering
 - ii. \$4 million provided by Provost's office in bridge funding
 - iii. Severance program- looking at different ways to cover every employee who not have a rolling contract.
 - iv. Push for more rolling contract- trying to figure out consistent language and timeframes
 - v. Extension professionals currently trying to figure out how they are being represented in Faculty Council
 - vi. MULAC start thinking about how to elect someone to be on the FC NTT Standing Committee
 - 1. Possible option: can attach to an existing office, tag it to the FC alternate
- 5. Announcements
 - a. MACRL workshop on Friday- 12:30pm-1:30pm in 159 Ellis Library
 - b. Elections are soon- think about nominations!
 - c. Congratulations to Noel for being named Head of the Engineering Library!