

Library Management Team

Meeting Information and Action Items

Thursday, July 12, 2018

In attendance

Ann Campion Riley
Pat Jones
Deb Ward

Kathy Peters
Shannon Cary
Ernest Shaw

Anselm Huelsbergen
Corrie Hutchinson
Jacqueline Rash

Monthly Budget Reports update

- Kathy reviewed reports and asked for feedback on additional information that could be included.
 - Kathy plans to reformat the General Funds tab to match the General Library Support tab format.
 - Last tab is for projects. Kathy asked for proposals for desired projects so she can add them to the list for comprehensive evaluation.
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Printing

- We charge \$.05 per page
- We have printed about \$30 worth of copies at the Circulation Desk
 - Since January 1 the Ellis Circulation Desk has printed 628 total pages on 588 sheets.

Action: Deb will call together a team to review printing & copying procedures and policy options for special circumstances with a due date of late summer or early fall.

Fall hours

- Fall Ellis and branch hours were distributed for review
- Specific hour questions were proposed and determined

National Network of Libraries of Medicine Return on Investment

- Deb provided a Cost Benefit and ROI Calculator information sheet based on specific areas of cost of doing business at the Libraries
- Previous analysis showed a return of \$17 for every \$1

Action: This item has been added to the LMT Retreat agenda.

Newspaper racks 4th floor

- Next to room 406, there are newspaper racks, originally set up so that they could eventually be microfilmed.

Decision: Can move rack and discard newspapers.

Action: Ask Kelli to send Corrie titles so she can check that records don't indicate that the newspapers are in the rack.

Staff Advisory Group

- Question was relayed on Staff Advisory Group leadership selection arose.

Decision: It was recommended that this concern be brought to the SAG officers.

Raises

- Discussion on potential raises ensued.

Action: LMT members were asked to put forth recommendations for raises for discussion at LMT Retreat.

Upcoming meetings

Next LMT meeting: Tuesday 7-17-18 from 2:00pm-3:30pm

LMT Retreat: Wednesday 7-18-18 from 9:00am-4:00pm

All Staff Meeting: Thursday 8-16-18 from 2:00pm-3:30pm

- New Provost (appearance request)