Library Management Team

Meeting Information and Action Items
Thursday, July 12, 2018

In attendance

<table>
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<tr>
<th>Ann Campion Riley</th>
<th>Kathy Peters</th>
<th>Anselm Huelsbergen</th>
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<tr>
<td>Pat Jones</td>
<td>Shannon Cary</td>
<td>Corrie Hutchinson</td>
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<td>Deb Ward</td>
<td>Ernest Shaw</td>
<td>Jacqueline Rash</td>
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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.

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)