

Library Management Team Meeting

Information and Action Items

Tuesday, February 12, 2019

In Attendance

Ann Champion Riley
Corrie Hutchinson
Pat Jones

Ernest Shaw
Kathy Peters
Shannon Cary

Jeannette Pierce
Anselm Huelsbergen
Jacqueline Rash

Visual Art and Design Showcase

- University Libraries were asked to host materials from this Showcase which is being held in Jesse this week.
 - University Libraries chose a few pieces for potential display in Ellis.
 - We will work with the student to display their artwork in one of our display cases.
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Campus Closure Guidelines

- If time periods in campus closure announcements lack information we are advised to default to 12:01am to 12:00pm.
- Emails will follow initial announcements and will contain more information.
- Discussion ensued as to what flexibility the Libraries have in emergency closure decisions.

Decision: in the event of a campus emergency closure, library employees have the option to make up time with supervisory discretion

Non-Tenure Track Guidelines

- NTT appointments and possible changes were discussed.
 - Annual evaluations will be required with recommendations on re-appointments even if multi-year contracts are issued.
 - Current CRR on this does allow three year appointments for some individuals.
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Administration Position

- We have recently been notified that there isn't anyone on staff that they can appoint to us as a shared HR Position, at this time. Therefore, campus HR will recruit for this shared position.
 - To alleviate workload and streamline responsibilities, it has been proposed to add a Receiving & Facilities Coordinator position.
 - With all of the facilities upgrades due to the student fee, campus entities moving in/out of our space, new depository and space consultant, etc. we will be seeing an exponentially higher workload for facilities and operations in Ellis.
 - Discussion ensued as to the proposed duties and responsibilities of this position.
 - Edits were suggested to the proposed position.
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Proposed Student Experience Center

- Proposal was distributed to LMT.
- Ann has received security that the depository addition will be built with 7 Million dollars funding from the campus.
- Discussion ensued as to the details of map designation.

Action: Ann will send a note to All Staff in regards to this memo.

Action: LMT was asked to review the Space Inventory plan and provide Ann with feedback for her to send to Gerald Morgan.

Next LMT

- Tuesday, February 26 from 2-3:30 PM