

# Library Management Team Meeting

## Information and Action Items

Thursday, May 2<sup>nd</sup>, 2019

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### *In Attendance*

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Ann Champion Riley  
Corrie Hutchinson  
Ernest Shaw

Kathy Peters  
Shannon Cary  
Jeannette Pierce

Deb Ward  
Anselm Huelsbergen  
Jacqueline Rash

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### *Depository Update*

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- The fire code requires room for 95foot laddered fire trucks to be able to get around the building. Records Management parking lot may be able to be used as an easement to allow the most space for the building.
    - Therefore, the Depository Expansion is restricted to 1.2 million volumes.
  - Staff spaces in Depository need to be funded by University Libraries. Tomorrow is the deadline for Ann to provide a source of funding and she has some leads.
    - Renovations to house additional staff in Ellis will cost \$300,000. Adding staff space to the Depository will cost \$538,000.
    - The desired multipurpose workroom space is 2,000 square feet.
  - SPEC is looking at how Archives staff can share space in Special Collections.
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### *One Stop Shop*

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- Gerald Morgan has a meeting scheduled with Graduate and Professional Council (GPC) leaders and hopes to schedule a meeting with Missouri Students Association (MSA) leaders soon.
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### *Personnel changes*

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- Some announcements will be made next week.
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### *Student carrels and West Stacks renovation project*

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- Carrel occupants will be advised to vacate carrels by June 7<sup>th</sup> until the work is finished on or about August 9<sup>th</sup>. Students can extend renewal for the following semester or be reimbursed a portion of the cost.

Action: Jacqueline will email occupants.

- Public access is restricted from West Stacks during this time.
- Logistics about closing West Stacks in relation to signs and door closure options were discussed.

Action: Shannon will place an announcement on the carousel and send announcement via email.

Action: Kathy will ask construction team about machinery and mess details.

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### ***Disaster Manual changes for Disaster Response Team, Salvage Team and Backup Salvage Team***

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- Handout on Disaster Manual was distributed.
- Differences to responsibilities of each team were announced.
  - Suggestions were made to the makeup of teams.
- Differentiation between physical disaster and emergency plan was discussed.
- It was suggested that we inquire about using the MU Alert for a subset population like the Libraries.
- It was suggested that this document be handed over to Project Manager, Head of Security or Communications Officer.
- It was suggested that the new Advancement Assistant be backup for Shannon in regard to disaster response.
- Communication procedure for disasters was outline.
- Kathy would like to make updates to this document when new hires and exit interviews are conducted.

Action: Kathy will update discussed names and phone numbers and add communication personnel for each of the specialized libraries.

Action: Jeannette and Corrie will ask for volunteers for the team.

Action: Shannon will take the document from here and work with Dana and Sheila.

Action: Ann will call about Alertus system subset option.

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### ***Next LMT***

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- Tuesday, May 21 from 2-3:30 PM
- Thursday, June 6 from 2-3:30 PM