

## Staff Advisory Group

6.11.19

### Opening - Anne Barker – Chair Staff Advisory Group

- Election of officers
  - Rachel Alexander, by unanimous vote will be Vice-Chair/Chair Elect for SAG
  - Noël Kopriva, by unanimous vote will be Recorder for SAG
  
- Staff Lounge document feedback:
  - Concern about the wording on the document including all University staff who work in Ellis Library.
  - Scope: this includes all full-time and part-time employees but we may want to add student employees.
  - It was suggested that if outside groups are allowed to use this break room that they also be called upon to help with cleaning.
  - It was suggested that it be included that users clean up after themselves.
  - Anne read aloud some additional feedback she has received about the document.
    - The second paragraph under General Policy is more descriptive than directive and repeats some things in the Definition. Recommend that these be collapsed.
    - On point 8 in the guidelines, specify how food should be labelled (name, date?) and also that containers with spoiled food will be disposed of. We won't clean them.
    - Point 11 on recycling needs to be directive: Please use the provided bins to recycle...
    - Point 12 on posting on the bulletin board needs to explain what is "appropriate".

Action: The document will be sent back to LMT/MULSA.

### Ann Campion Riley – Vice Provost and University Librarian

- HR update from email.
  - ACTS
    - Effective July 1.
    - Abbie Brown moving to RAIS to work in instruction. We are searching for her replacement as Electronic Research Librarian.
    - Susan McCormick will work with Tom Barnes.
    - Julie Housknecht's position is posted.
    - Acquisition Librarian, Carrie's old position, will be posted later this summer.
    - Seth Huber has already started, replacing Wayne in Cataloging and Metadata, and Ashley and Colleen are reporting to him
  - HR
    - Ann and Kathy gave input for interviews for the half-time HR Specialist. We hope to have an announcement any day. We will be sharing this person with Journalism.
  - SCARAB

- AUL candidate search was unsuccessful. Felicity, Anselm and Kelly will now report to Ann as a trio.
    - Tim Perry's position is posted as a Research Librarian/Archivist.
  - Facilities
    - Sheila Voss in new position of space projects and repairs. Her replacement has been posted as Coordinator of Donor Engagement. The facilities team will be reorganized under Sheila. Requests should still be sent to MULibraryAdmin, mulibraryadmin@missouri.edu.
  - HSL
    - Chris Pryor will attribute 20% of workload to administration and some of Rich Rexroat old duties.
    - We are looking for a Library Information Assistant to replace Haley Carpenter.
- Budget
  - \$500,000 will be cut from collections.
- Open Access Task Force
  - Ann is chairing this Task Force at the direction of the President. The Task Force will submit their report in September. New Dean of Libraries from Rolla, Oliver Chen, will join us this meeting.
- Student Experience Center
  - We know that the Student Experience Center is moving to the lower level in Ellis.
  - The administration sees this as a positive thing for students and we need to be as supportive as possible.

Action: Ann will send out the list of departments that will be in the Student Experience Center. (see below)

- Shepley
  - Library Management Team will have a meeting with Shepley on Thursday and we eagerly anticipate their feedback. They are interested in student centered spaces. We anticipate taking out ½ of the collection and sending it to the new depository. The single service desk is one of our high priorities.
- Depository
  - The depository will hold 1.2 million volumes.
  - We will weed duplicated items currently in the depository. We have big runs of materials that Rolla also has.
  - We will be working on managing the materials as well as leaving space for new materials we purchase in upcoming years.
  - It might be a good time to work with system campuses to see if we can relocate some of their materials.
  - Ann has also had some proposals from non-system campuses to pay us to house some of their materials.
- Room 52 relocations
  - We have a few options for where staff may move including 4F51A, 4D11, 4D12.
  - We do have many faculty research offices that are not often used.
  - We will get \$200,000 to help move staff and renovate spaces to relocate personnel.
  - We have 8-10 months to make this move.
- Recorded sound & disability testing center
  - These areas are still being considered as to their best use.

- Technology in study rooms
  - SFCIC and DoIT have given us some money to renovate study rooms with new technology.
  - We will work with Shepley to make sure this may align with their plans.
- MOBIUS
  - MO State has an RFP out for a new library system.
  - They have until November 1<sup>st</sup> to notify MOBIUS if they leave. We will have to find other ways to loan with them.
  - MOBIUS committees have been appointed. Ann thanks those who have accepted their term to serve.
  - The OER workshop on reducing the cost of textbooks was popular.
- Furniture in 114a
  - We now have new lightweight rolling chairs.
- It was asked if there is a large Demand for carrels
  - It was noted that right now we do not have a waiting list for single carrels but that demand fluctuates and we may have a waiting list again in the fall.
- An Archives update was requested
  - As the School of Health Professions expands, Archives will be moving to Ellis and many of their materials are going to UMLD.
- West stack
  - The bid has gone out for a vendor for the West Stack replacement. We are waiting for the contractor to be secured. Thus, the start date has been delayed, but, once started the work will continue for 120 days.
  - The intention is that they can finish the inside work first in time for fall classes to begin and they can continue with outside work as we open the west stacks again. This work includes outside work accessible from the roof.
- Center for Teaching for Learning will move to the Western Historical space.

Presentation by Mara Inge on the Engineering Library Comic Book Club.

Closing – Anne Barker

- Anne extends her well wishes to Erin Powell as Chair of Staff Advisory Group in the upcoming year.
- We will not have a meeting in July.
- We are still looking into having Rhonda Gibler join as a guest speaker.
- All Staff: Fall semester kick off meeting: Thursday, August 15 from 2-3:30pm

**Follow-up from Ann:**

The following is the list of offices intended to occupy the lower level of Ellis:

The Student Experience Center will include key student services such as, but not limited to:

- Registrar
- Financial Aid

- Cashiers
- Office of Student Financial Success
- Parking & Transportation
- Mizzou ID Office
- Veteran Certification
- Student Success Center (Fellowships Office, MU Connect, Student Success Advisors, Multicultural Certificate Office, the Office of Student Employment, Career Center, the Center for Academic Success and Excellence, Learning Center, and more)