

Library Management Team Meeting

Information and Action Items

Monday, October 28, 2019

In Attendance

Ann Campion Riley
Ernest Shaw
Felicity Dykas

Deb Ward
Kathy Peters
Shannon Cary

Corrie Hutchinson
Jacqueline Rash

Searching Bags During Evacuation

- In reviewing our library procedures, it is stated that bags are to be checked upon exiting, during an evacuation.

Decision: University Libraries will not search bags in the event of library evacuations. This change will be updated in the procedures.

Follow up emergency procedures

- Discussion ensued as to the efficiency of our recent evacuation.
 - Points of clarification were established:
 - People should reenter the building only after the Fire Marshal announces the all clear.
 - Sheila or Security will make announcements to the group congregated by the Lowry Mall fountain.
 - Security officers or desk attendant will stand by each door to keep people out until the all clear.
 - Security will continue to do a round and notify anyone who is still in the building of the evacuation.
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Human Resources

- As of 10.25.19 Administrative Leave can be approved at the Campus HR level, for situations like emergency closures or weather-related closures.
- The procedure is for the Vice Provost to communicate to the Provost's office as well as Campus HR.

Homeless in Ellis

- It was recommended by the Provost that, due to lack of Campus Policy regarding homeless, University Libraries is welcome to create our own policy.
 - Our policy is that homeless that enter the building before 10:00pm will not be asked to leave unless they are creating a disturbance. No one is able to enter the building after 10:00pm without an University ID card.
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After-hours ID authentication

- Students from System campuses are allowed in the building when they present their IDs.
 - These students often need their cards manually entered as the strips are not recognizable by the current machines.
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Projects List

- LMT was encouraged to read through the provided document and see Kathy with any questions or concerns.
 - Thanksgiving Week: Replace damaged tiles, asbestos abatement and re-lay carpet squares on south end of 114 Ellis Library
 - Winter Break: Re-upholster green padded benches located at West Entrance of Ellis.
 - Winter Break: Re-carpet area under student computers on west side of Ellis Info Commons 1.
 - Summer 2020: Replace fixed seating (and possibly flooring) in Ellis Auditorium.
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Teaching for Learning Center

- Schematics were provided for the renovated area for Teaching for Learning Center.
 - The main entrance to T4LC will be the door outside the West entrance.
 - They will have their own break room and bathroom.
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Copy Codes

- Students who meet their printing quota will be charged for printing in excess of this quota.
- Administrative overhead to support printing charges for non-students outweighs the cost of printing.
- Unaffiliated patrons, Visiting Scholars, patrons with borrower cards and faculty will receive copies at no charge until a printing charge system is created by campus.
 - Discussion ensued as to the need to keep track of those unaffiliated patrons who are printing in excess.

Cost Center

- Due to the cost center structure change, the PeopleSoft hierarchy is changing to report through the Provost's office according to the Department structure rather than College, School, Division structure.
 - Therefore, all access should remain intact.
 - If anyone no longer has PeopleSoft access as of Friday, contact Kathy immediately.
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Health Science Library Space

- HSL space is under consideration to be transferred to the School of Medicine usage.
 - Tech Services workroom, the classroom, a conference room, and two SOM offices are under consideration for a potential first phase. The eight small testing rooms on first floor and some of the third floor study rooms are still being used for testing.
 - To date, internet wiring has been updated on the fourth floor.
 - There is no communicated timeline.
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Administrative Update

- Kathy Felts will move to the System and work with Dr. Choi
 - It has been determined that, the pilot joint HR position is spreading staff too thin and therefore, Brenda Slade will be 100% Libraries.
 - The evening Security guard in Journalism is leaving as of Nov. 14.
 - Ann will begin to make the transition with appointments and responsibilities as of Nov. 1st.
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UM-AD move

- Due to the domain consolidation, additional accounts will be moved soon.
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Open Access Task Force Recommendation

- The report has been delivered to the President's office.
 - The Task Force has not recommended the cancellation of Elsevier.
 - It is unclear where funding will come from.
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Next LMT

Tuesday, November 5th from 2-3:30pm

