

# Library Management Team Meeting

## Information and Action Items

Tuesday, April 7, 2020

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### *In Attendance*

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Deb Ward  
Ernest Shaw  
Kathy Peters  
Shannon Cary

Corrie Hutchinson  
Kate Anderson  
Jeannette Pierce

Support: Jacqueline Rash  
Guest: Shane Stinson  
Guest: Brenda Slade

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### *Campus HR - Guest Shane Stinson*

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- Shane has been assigned the role of helping University Libraries promote or open positions. He noted that the University had broadened their listings to various popular platforms.
- Shane will also be able to help us check references and look for potential candidates.

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### *MyVita update*

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- As a library we are 24% done with reviews; 76% need supervisor and Deb's approval.

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### *COVID 19*

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- Part time employees who are unable to Telework on April 12<sup>th</sup> will no longer be paid. These employees may be eligible for FFCRA FMLA.
  - They could use personal leave to maintain income.
  - Once that runs out they should use FFCRA Paid Sick Leave if it applies to them.
    - Requesting FFCRA requires staff to fill out a form that will go through a 3 point approval process.  
<https://collaborate.umsystem.edu/sites/hrpublic/documents/GEN/CURRENT/FFCRA-LeaveRequestForm.pdf>
  - Due to the ongoing work to interpret the COVID relief policy, at this time, University HR employees are unable to guide staff on the decision they should make, but can explain guidelines and refer to new policies.

- Employees are required to use all of their personal leave as well as go into the negative on vacation balance before they are able to use FFCRA FMLA.
  - As we get more information from General Council these links will be updated.
    - **FFCRA = Families First Coronavirus Response Act**  
<https://www.umsystem.edu/ums/hr/working-through-covid-19>
    - **Additional Guidance and FAQs for HR700** <https://www.umsystem.edu/ums/hr/additional-guidance-hr700>
  - Deb confirmed that we are not going back to work on campus next week.
  - Kathy confirmed numbers of students and staff who will be out of work as of April 12<sup>th</sup>.
    - There might be some situations where benefits will still apply.
  - Some employees are considering taking unemployment.
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### ***Work stations***

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- Staff are required to obtain supervisor permission and then email [UMCELLISLIBRARYASKLTS@missouri.edu](mailto:UMCELLISLIBRARYASKLTS@missouri.edu) to gain approval to pick up additional work stations and computing equipment.
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### ***General Communications***

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- New student newsletter will go out next week. The MU Info will be placed next Wednesday.
  - Supervisors are encouraged to reach out to student workers for Student Worker Appreciation week April 12-18 to let them know they are appreciated and valued.
  - Shannon received a request from the Engagement Council to provide updated information.
    - LMT members will take this to their departments.
    - Some suggestions were made at this time and Shannon will reach out to these staff members.
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### ***Town Hall / SAG***

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- It was proposed, and agreed upon, that we cancel Town Hall and have a Joint meeting on Thursday during the SAG time.
  - Some topics were discussed. Although much of the conversation will center around the new HR guidelines, it was suggested that the meeting could start with Chris Pryor's report of NNLM's response to COVID 19.
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### ***Administrative Meeting***

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- Deb has learned from a report by Ryan Rapp that our financial future is more of a slow slide rather than abrupt standstill. The Governor froze the funds not because he is taking them away but because he is holding them in case they need them.
- It is believed that the University will receive some of the stimulus money from part of CARES Act.
- It has been recommended that departments strategize on spending priorities.

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***Next LMT***

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- Tuesday, April 21, 2:00-3:30pm