

University Libraries Weekly Town Hall April 22, 2020

Attendees: 90 University Libraries staff members attended through Zoom

Deb Ward, Interim Vice Provost of University Libraries, said that we are now in week 5 in our work from home experience. Who knew when we started, we would still be here? She did not have any new budget information but in a sense that is good news right now. Kathy Peters is in close communication with the provost's budget person. We are just waiting for a final number.

Graduation has been postponed but plans are to do a virtual celebration of the Class of 2020. There will be a 24-hour micro burst on social media May 15 at 2 pm to May 16 at 2pm. There will be several facets to the event and details will be coming out soon. It is a way for anyone who knows someone who is graduating to send a letter or personal message. If anyone has a student worker graduating this would be a way to participate and wish them well.

Yesterday during the LMT meeting a discussion started about having a virtual celebration of service near the end of May. Plans are in the initial phase but Deb wanted to get it on people's radar. We need to celebrate that we are still all here together. Shannon will be heading this up and would love to hear from anyone with ideas. Rachel Brekhus suggested that maybe, if it is allowed, we could send lunch to those celebrating year milestones.

Deb said that communications is still an issue, especially with students but also a few library employees. She asked that supervisors encourage users to check their campus email at least once a week, especially in regards to pay issues. We may miss getting people paid because we can't get in touch with them. Please spread the message: check your university email!

A planning group has been formed to decide what a return to campus might look like. The general desire is for everyone to be back to campus in fall. We will be looking for an official announcement but we are not sure what a return to campus would mean. Perhaps a hybrid with some face to face and some virtual connections. Another aspect is if everyone would be expected to return or if it might be possible to continue to work from home in the fall. There are no conclusions; nothing is settled but she said she wanted everyone to know what conversations are taking place.

We are trying to figure out how we can get back to basic services that are not functioning now. We might be able to bring some folks back into the physical facility and to shift projects to facilitate works in progress. Another thing we are looking at is preparing the depository for new materials in spring 2021. That date is solid - it will happen whether we are ready or not. We'd like to get our scan and deliver service up and running again. As well as Tech Services. We have people whose jobs require physical hands on the materials. Rachel Brekhus asked about curbside circulation of physical books. Deb said once we are able to get into the building, we can do hand off at curbside which would keep other people from entering our building. Rachel said she would like to be able to do CDL – control digital lending – where we scan entire books and send it out that way. Deb said that is more of an access services point. She is not saying yes or no – we should let Cyndi think on it. Numbers show that Ellis could have supplied 23-30% of ILL requests if had been able to access materials. Those numbers are strong enough to take seriously getting us up and running sooner rather than later. It is not as simple as it sounds though – we need to get permission to enter the buildings and consider the safety of our employees. Rebecca Graves commented that she had more requests for print only articles these past four weeks than the past year.

David Merz asked Deb to elaborate on what she had written in her email that morning about President Choi and furloughs. Deb said that they hadn't been talking about furloughs; President Choi was answering a question from a member of the group in reference to what Arizona was going through. President Choi wants everyone to return to campus but doesn't yet know how that happens. He often tells us what he is thinking and would like to do. Then, when he gets more data, he will make a decision. Ann Barker had seen a summary of the meeting and the point was made that our situation is not nearly as bad as Arizona's and we probably won't need to do what Arizona has had to do. Deb said President Choi said if we were to do furloughs, it would be targeted and strategic, not across the board. We are taking the budget as it comes, working through it methodically to determine how the sequencing of our return to campus would work. Current thinking is it might be best for people to come in for a few hours here and there, making sure we are following social distancing guidelines and taking other precautions. Might we eventually have to furlough? Maybe if we have to sustain budget deficits, but we are taking it as it comes.

LMT reports:

Jeanette Pierce, Associate University Librarian for Research, Access and Instructional Services, had a few things to share:

- We updated our book return notice after receiving requests from people leaving town or who will leave town soon. We would still like everyone to hold onto their books until we open again but we are accepting book returns at the west book drop. This also includes returns for specialized libraries. Accounts will not be updated until we can get back into the building but no late charges will apply. <http://library.missouri.edu/news/resources-and-services/what-to-do-with-your-library-books>
- Abby West and Devon Terry are the winners of our Undergraduate Research Contest Award and we will share the news with the Office of Undergraduate Research and the Honors Program. Several of our librarians worked with the students on this and this year's papers, as well as previous year's winners, can be viewed in MOSpace. <http://library.missouri.edu/news/events/congratulations-to-the-2019-2020-undergraduate-research-contest-award-winners> and <https://mospace.umsystem.edu/xmlui/handle/10355/12770>
- Stephen Pryor coordinated a two-day virtual software carpentry workshop for over 20 people last week. The workshop featured exercises to learn basic coding techniques and required a lot of preplanning and detailed work to convert it to a virtual environment. The next carpentry workshop is on May 7th. Our virtual services continue. Users have accessed our guides over 555,000 times since January and over 100,000 so far in April.
- She thanked Nav and his team for supporting the creation and availability of our video content. You can explore all the YouTube recordings at <https://www.youtube.com/user/MizzouLibraries> In light of space planning, now would be a good time to watch Mike's Pictorial History of Ellis Library 1915-2015 which gives you a better understanding of the development of the library. There are also workshops and other content that will help with people's personal development. We are members of the HathiTrust Digital Library, which makes vast amounts of content openly available. She referenced the recent NewsHub article on extended access to content in our print collection while the buildings are closed: <http://library.missouri.edu/news/database-spotlight/hathitrust-temporarily-offers-expanded-access-to-digitized-books>
- She said she found out after the last town hall that Karen Eubanks will be marking her 35-year anniversary. We will be celebrating it, along with other people's milestones, in May but she wanted to call it out now. More than 19 people posted congratulations in the chat.

Kate Anderson, Interim Assistant Librarian for Specialized Libraries, said she wanted to give a shout out for all the science libraries and what they were doing.

- Michelle Baggett worked hard to make sure that all the Engineering student workers got their paperwork in to get paid.
- Mara Inge made the DOE conference proceedings on microfiche much more accessible to researchers.
- Stephen Stanton was able to get the entire series of Deep Time Maps. These are invaluable for teaching and research in geology, but they can be used way beyond geology.
- Sue Giger has been working closely with librarians from the St. Louis Zoo to make sure the animal researchers and veterinarians have what they need to care for all the animals. It is a partnership of several years and very important at this time.

Deb said that this all is wonderful news and it is so uplifting to hear about all our services, especially at this time. There were no more questions or comments, so Deb turned the meeting over to HR.

Brenda Slade had a few updates and reminders. The Wellness incentive is ending. May will be the last time we can participate. The program is being eliminated because it has not been a good return on investment. Everyone will soon be getting an email that E-Performance will be delayed. There are some changes in FMLA. Beginning May 1, Unum will be our new partner administering FMLA systemwide. Training will be available through My Learn.

HR is working very hard to get people paid. More people are working from home this week than last week thanks to supervisors getting work out and Ernest and crew getting equipment out. Each week is a little better. A question was asked about the need for new Work from Home forms since dates have changed. Brenda said there is no need to submit new forms. Everyone is in the same boat as far as waiting to see when they can return to campus. Turn in new forms only if your situation or hours change.

Kathy Peters, answering a question about FFCRA codes, said that if you are approved for FFCRA you will now be able to see available sick leave in your balances. You can use the code HR had used this week since we are still under the Stay in Place order. Brenda said next week for work study people, it may be different. HR has prepopulated to the end of the awards and will get that out to supervisors.

Kathy sent an email this morning about HR 700. The University has created a visual example of how to apply FFCRA. You can go column by column and see what applies to you. There is a nice grid on what to do next on your timesheet. We have finished payroll for the period that just ended. This week the SIP order is still in effect. The hours you are allowed are based on the average over the last 6 months. For those of you who we know are home we have tried to prepopulate so you know it's applied and done. We are working on plans moving forward. Brenda said that as long as long as we are SIP mode you can continue to use hours in your bank. If your situation changes in anyway, you need to contact her and will have to fill out a new form.

PT Martin asked if students who aren't working are able to use FFCRA? Kathy said that if students have applied and have sick leave balances, they can use it as long as we are under a SIP. She said HR is having trouble getting responses from students. There are about 60 students who we haven't been able to reach. Everyone else is in the system. If anyone thinks their paycheck is not correct, please let her know.

PT asked if there was a way to check if students not working have used all of their FFCRA? Kathy said that on the bottom of the time sheet there is a tab for leave balances. The last payroll period is done but it won't be as easy this coming week. Leave balances depend on the average hours populated. We have no control over that. The formula used is coming from the federal level and there is no appeal. We take what we are told. We have done our best to match everyone schedules to use as much money as we can to pay as long as possible.

This week and next week we are under a SIP. Erin Powell asked which SIP order--Columbia's ends this week and the Governor's ends May 3. The Governor's SIP trumps the local order. For FTEs the FCCRA is already submitted; you can use your bank of hours to complete your timesheet. Once your FCCRA balance is exhausted you can use vacation days. Tammy Green asked if we are you restricted to using sick leave first, or can we use personal days. Brenda and Kathy agreed that there are no restrictions. You can use vacation days or personal days We will have to keep watch for official guidelines from state and local officials. Everyone is strongly encouraged to keep checking emails. That is the official channel used to get information out to everyone. We try to send info out as fast as we can, but think about this: this legislation was written in four days and implemented on the federal level. That is unprecedented and there is a lot to digest and apply. Ask questions.

Other news:

Deb called attention to all the scaffolding outside Ellis Library, calling it a spiderweb of metal around the building. She said it is a relief that we don't have to walk around them each day. Kathy said things are happening according to the timeline and that scaffolding is up on the north side and across the west side of the building. It accidently cut off access to the Teaching for Learning entrance so we have to do some work arounds, but the whole thing has been amazing to watch. It was very intense and very quick. We had been planning to close the north door but it is more disturbing now. While it is safe, we want to stay out of the way throughout the process and will find a different way to come into the building. A question was asked if this window replacement was on all floors. Kathy said yes, repair and replacement on all floors.

Construction on UMLD continues and is on schedule. We confirmed with UMLD2 that we will be cancelling with them because the project is on time. This will be the final year of our lease with UMLD2. Now we just need to get into it and get everything out.

Exciting news on development will be coming soon. Deb thanked Matt and Ali for all their work.

Shannon said to be sure to check out the National Library Week Instagram stories @Mizzou and @Mizzou.Libraries

Rachel Brekhus had a tip if Outlook stops syncing with the server. She said it helps to close Outlook unplug your modem & router, wait 2 minutes, plug them back in and reopen Outlook.

Meeting adjourned 1:50