

University Libraries Weekly Town Hall June 10, 2020

Attendees: 82

Deb welcomed everyone to the joint Staff Advisory Group and Town Hall meeting. She invited SAG members to make any welcoming remarks. Rachel Alexander, as Vice chair, said that it was good to see everyone's faces over zoom or at least your names. She is excited as we slowly head back into our offices and hopes everything goes well today. Deb said she would like to start today by discussing changes to the meeting structure. We have been having weekly town hall meetings and when it was a week that also had a SAG meeting scheduled, we have combined the two. That has worked out quite well. She would like to continue doing that but would like to reduce the number of town halls. In the beginning, there had been a lot going on with Covid and the closure of campus, but as we turn our attention to planning of space and things that are less Covid related, she would like to cut back. She proposed for the summer that we do one town hall a month and then two weeks later do one SAG meeting per month. That works out to having a meeting every other week. She asked for comments on that suggestion. In August, we would substitute the All Staff Meeting for the town hall and still have the monthly SAG meeting. Hopefully, we will be back on campus come September and can just go back to having the monthly SAG meetings.

Deb said she had something to share that was close to her heart. It has been a big week with big changes and one change, while it doesn't affect everyone, it does affect the Health Sciences Library. There will be some structural changes ahead for the NNLM. For one thing the name will change. Instead of it being the National Network of Libraries of Medicine, it will now be the Network for National Libraries of Medicine. This is for the contract beginning May, 2021. There will also be very unexpected reconfigurations of regions. Deb said she remembered as a young librarian some 30 years or so ago, going through a major change and then perhaps 20-25 years ago another configuration which reduced the regions by one but it had not affected our region. This time, of the six states in our region, we will gain four states and lose three. Missouri with two other states will be part of the South-Central region. Other states are impacted as well, working with states they had never worked with before. For example, we will have Washington down to the tip of California as well as Hawaii and Alaska all in one region. She asked if Chris Pryor had anything to add. Chris said right now it is business as usual as these changes do not go into effect until the next contract. Missouri, Kansas and Nebraska are the states moving into the South-Central area who themselves will be losing some states. NNLM is essentially redrawing the map, going from eight regional libraries down to seven. Kate asked in the chat box if MCMLA will stay the same. Chris said she hadn't heard about that yet. She added the FOA just opened last week and that the South-Central Region is based at the University of North Texas-Fort Worth. Deb said since this is not happening until May 1, 2021, we will have time to adjust and make new relationships.

Deb wanted to give everyone an update on space planning, since it had been awhile since she talked about it. She remembered telling everyone that we would not have to move room 52 upstairs but she wanted to share how we are approaching our space planning. Kathy submitted the paperwork to campus facilities asking them to work with us on the implementation of the Shepley Bulfinch plan. After several meetings with campus facilities we were asked to reduce the scope of the project, which we did. We will now focus on Archives, Special Collections and the unified service desk in Ellis. The unified service desk can be done fairly quickly and is not as complex as the other two projects. We will be combining both service desks into one and locating it in the Information Commons Two. As discussions continue, Deb wanted everyone to be aware that that is going on. The other piece of the project we submitted to campus facilities is to continue exploring where to locate archives and special collections. The School of Health Professions would like the space that University Archives now occupies in Lewis Hall, so we have to decide where to put Archives so it is to everyone's advantage. They have a public services component that is important so we want to make sure they get the visibility on campus and at the same time have a

place for all their materials. The Special Collections area is not adequate for temperature and heat and not configured for our needs. We have been in communication with Architectural Studies faculty and hope to work with a group of their junior level students on basic ideas on the ground floor and possibly extending Ellis out. Deb said she would like to investigate the difference in cost per square footage if we retrofit or if we build new. There was a question in the chat box asking if Deb meant expanding Ellis to the south and knocking out the “temporary” 1986 south wall to add on a new, purpose-built archival space. Deb said we do not know yet if we would knock out a wall or make a passage through. We do not know if we would do one floor or two floors. She explained that right now everything is being explored. A major consideration is the infrastructure. We are running into problems for example with the type of wiring, and of course the heating and cooling systems. From a conceptual and feasibility view point we have to determine what we can withstand and how much it will cost. Deb said she is delighted that Pam Eugster, project manager for UMLD expansion, is also working with us on this. We have a good working relationship and Pam and Gerald Morgan both have gained an understanding of what the library needs. Gerald has said he enjoys working with the librarians and library staff who he finds flexible, easy to work with, have good ideas, are well grounded in reality and understand our needs well. As a reminder, the student experience center is not going to go in anytime soon; it has been taken off the books. The student success center is on temporary hold and Deb said she is unsure what that means. A comment in chat box stated that the student success center is much more congenial and better fitting with our mission. Hopefully we will be working with the student group this fall. They are interested and there is a lot of good potential.

The last thing Deb wanted to talk about before turning the meeting over to others was the events happening in our country, our society and around the world, bringing a whole new conversation about social injustice. President Choi, in his capacity as chancellor, and Provost Ramchand led a discussion group with a bunch of deans and chairs about the seriousness of what is going on, the importance of everyone paying attention and getting engaged in some way. MU should be part of the solution not part of the problem. Deb has had conversation since then with Corrie, Jeannette, Shannon, and Taira on messaging and communications. There will be other conversations with SAG leaders and others to ensure that our public services staff is well trained to provide excellent and equitable service to everyone. We want our libraries to be welcoming and inclusive. When students and faculty step into the library they need to know they are in a space where they belong. There are many more conversations ahead of us and much work still to be done. If anyone has any suggestion please let Deb know. A question in the chat box asked if the discussion with the chancellor and provost addressed the changes to staff (landscaping and janitorial specifically) losing their jobs? Deb said the conversation centered on how student and faculty feel and what kind of academic climate we are maintaining. It did not address the layoff situations Kate posted a link to an article about the protests to the layoffs:

https://www.columbiamissourian.com/news/covid19/protesters-gather-against-outsourcing-custodial-landscaping-jobs-at-mu/article_02bc6338-a82f-11ea-b425-4f76ba70f8ae.html

Deb asked Rebecca Graves if she had a broader perspective of how the faculty feel since she is Chair of the Faculty Council Diversity Committee. Rebecca said that the council has not met since May, before the protests started, but thought that everyone would agree it is important as an institution to address the issue and help effect change. There is a lot of good intentions but hard to implement things. Deb said that if it was easy, we would have done it already. There are so many moving parts and so many individuals involved. We do not have control over what other people say and do but we can strive to be welcoming on campus. We send a message every time we interact with a student or faculty member what our values are and how open we are to their individual differences. Rebecca said that it was important to let students know we are not signaling them out when we talk to them, that we ask the same question or say the same thing to all students. We need to be sensitive.

Deb said there are positive things the library can do to help students feel included and respected. She gave a shout out to Rachel Brekhus 's guide, "Race and University Life: Readings for MU Faculty and Staff". Check it out <https://libraryguides.missouri.edu/racism>. Rachel is also working on a research guide on police reform, which she hopes to have up by Friday. A question was asked about a NewsHub post/posts highlighting some of these guides. Taira said that she did a post about Rachel's race and university life guide and will be sure to do one for the new one too!

Ernest Shaw said he was excited to announce that we have a new LTS team member, Jim Borwick. Jim comes to us from the Department of Residential Life / Aux services to the library, and will be taking on the responsibilities formally held by Phil Redmon. Jim holds a MILS from the University of Missouri, a JD from University of Idaho, a MA in Journalism from MU and a BA in history from Kenyon College. He has developed and administered Drupal websites and applications, as well as worked as a web master and digital archives developer on a grant from the Truman Presidential Library. His work included developing their public search and browse systems enhancing access to various collections of the Truman Libraries online records. We look forward to the exciting opportunities that his expertise will present our libraries. We still have an open programmer position that Mathew vacated when he moved into the ILS support position, and we are continuing working with DoIT on ways to fill that vacancy.

Corrie Hutchinson shared a photo from the UMLD expansion site. Corrie said that they were very excited, during a recent visit, to see three panels of the wall up. It has been very wet and hard to get the foundation poured so the walls are going up first in order to keep to the timeline. Kevin said that the last panel of the South side of the expansion is being put in place as we speak. Corrie thought the photo she shared of them in MU Libraries hard hats and face masks was a good representation of what was happening on campus: progress amid Covid. There was a stream of chat comments about the hard hats: *There are MU Libraries hardhats?! They were saved from the original building construction in the 1990s. Can we sell unneeded ones as a fundraiser? We should add one to the archives; we do have one of the hardhats in the Archives collection. We should absolutely keep them and wear them often. Wear them for "funsies", and maybe auction just ONE to highest bidder, minimum \$1K.* In other news, Corrie said her group has been getting the budget together to close out the fiscal year, and that some of her people were back in the building. Rachel said she was looking forward to being able to order print books next fiscal year and asked if there was a timeline on that yet. Corrie said nothing will happen before July 17th when Campus Accounting official closes FY20. We'll try to open it up as soon as we can, but books can be ordered on gift funds at any time. When asked if she meant right now, Corrie said yes.

Kathy Peters reported she recently sent an email to every person from campus facilities granted access to the building since June 1, giving them the list of Ellis guidelines to be followed while in the building. She also sent it to supervisors and contractors so hopefully everyone knows what is expected of them when they are in the building. If any library staff working in the building has an issue or sees someone not following our guidelines, Kathy said to email MUlibraryadmin@missouri.edu or call the security desk. She promised we will be on top of it quickly. She reminded everyone that if they have to be in an elevator with someone or are walking down the hall to be sure to wear your mask. Just try to keep your distance right now. She thanked everyone for reaching out and letting us know when there is a security breach. Edwin and Dana are in the building and she has access to the camera and key card system from home and is on the radio with security. We are all tied to one another and hopefully we will keep everyone safe and secure. Corrie thanked Kathy for taking this seriously and responding so quickly to problems. Kate added her thanks to everyone who is taking care of all our buildings!

Nicole Wyatt gave a timesheet update, saying HR had upgraded about two weeks ago. People can still access timesheets the same way, going to myHR (<https://myhr.umsystem.edu>) You now have to go through the My Time tile to get to your timesheet. The classic timesheet, that many people had been using, is no longer available. Nicole ran through a few slides showing how to report time both monthly

and bi-weekly. She will send the slides out to everyone after the meeting. She called attention to the monthly time sheet which shows only a week at a time. The bar will show red for scheduled hours and green for the hours that you put down as having worked. For the monthly timesheet, you only report time you have taken off so after you put in the appropriate code the bar will change to green for those hours; the rest of the bar will stay red; it only picks up the change to scheduled hours. There is now a leave tab that you can use to check on your balances. A question was asked if we can you enter sick leave to the end of the month. Nicole said no, when the time sheet switches to the new month, you will have to let us know as before. For example, June ends on the 24th so you yourself will not be able to enter sick leave taken after that date. Nicole suggested sending her an email, copying your supervisor to keep them in the loop, and then Nicole will add the change to your timesheet. Nicole called attention to the fact that by default the biweekly timesheets list 80 hours scheduled time even for part time people. Let Nicole know if you want that adjusted and she will see if she can reassign your schedule and get it corrected. As with the monthly, the bar will be red until you add your hours, but the biweekly show all hours worked as green. A question was asked if there is a problem with hitting the submit button more than once in a month? You can submit your time as many times as necessary; entering the report as leave occurs is fine. Campus HR has already upgraded instructions for time reporters and approvers. The links are:

Instructions for biweekly (BIW) time reporters:

[https://it-training.missouri.edu/TrainingMaterialsWebsites/HR TL Hourly Time Reporter/](https://it-training.missouri.edu/TrainingMaterialsWebsites/HR_TL_Hourly_Time_Reporter/)

Instructions for monthly (MON salaried) weekly time reporters:

[https://it-training.missouri.edu/TrainingMaterialsWebsites/HR TL Salaried Time Reporter/](https://it-training.missouri.edu/TrainingMaterialsWebsites/HR_TL_Salaried_Time_Reporter/)

Instructions for approvers:

[https://it-training.missouri.edu/TrainingMaterialsWebsites/HR TL Time Approver/](https://it-training.missouri.edu/TrainingMaterialsWebsites/HR_TL_Time_Approver/)

Rachel Alexander said that today is Erin Powell's last day as chair of SAG. Rachel will take over as chair with David Merz as vice chair and Noel staying as recorder. Deb said that she appreciated the way Erin adapted in the middle of her term to everything and everyone going virtual. It is good that SAG has continued during this time, and will continue into the new academic year.

Meeting adjourned at 1:58