

## University Libraries Weekly Town Hall July 8, 2020

Attendees: 69 via zoom

Deb welcomed everyone and said it had been a long time since we had a town hall. This might be the last one we hold, but it is a good an opportunity to get together and field any questions anyone had. Next month we will have a SAG meeting with a program arranged by the Staff Development Committee, probably the second week of the month. The all staff meeting is scheduled for August 20 at 2 pm. That is during Welcome Week. When we get into September, we will do a joint SAG meeting using the format we used this Spring before the shutdown.

Deb reported that a number of people are back to work -- some part time, some full time. We are on board to open the libraries to the public 8/17, the beginning of welcome week for fall semester. The semester starts 8/24 and opening the libraries a week earlier will allow freshmen and others new to campus to check us out before diving into the semester.

We have been doing curbside pickup for a few weeks which is especially helpful to the folks who are clearing out their carrels. We also started back up with Ill, curbside delivery, and supporting scan and deliver from all libraries. Cyndi said she has been surprised at how light the traffic has been. Rachel reported that faculty have given positive feedback on how smoothly curbside has gone for them.

Project wise, Ellis windows replacement is going on and we are still trying to shift things in collections where books are too tight, so that we can properly shelve items that won't fit into the shelves. HSL is getting ready for the first-floor construction project and has worked hard making sure library staff and workers from Campus Facilities do not get in each other's way. We've had similar issues at Ellis but these unexpected encounters are reported as they arise. If you have issues like this, please report them to Kathy Peters, and she will report them.

The staffing plan for fall is coming along as we decide who will work fulltime in the libraries or if people still need to work from home. Division heads should wrap up their staffing plans next week and get them to Deb so she can get them to the provost office for comments Deb has been given permission to work primarily from home since she is older, and most of her meetings involved more than one person, her office is not large enough for meeting with groups, which can be conducted via zoom. If anyone has not been contacted by their supervisor or division head they will be soon as we try to put this together for fall.

As far as service planning goes, there are more questions than answers right now. How do we set up wait lines at the service desks, for example? How do we deal with the issue of masks? We would like to make a straight-forward statement that users need to use masks while using library and hope that everyone will comply. Another question: what about public access computers – cleaning keyboards, etc. The idea is to develop a plan to send out to faculty and students so they know what to expect when they come into the libraries this fall. Another area we are wrestling with is the use of study rooms. Will people use them appropriately or cram people in and not social distance? The student affairs group has stated that they will make their rooms available depending on size. We will align with that and will just have to monitor so we can keep study rooms open but not crowded. Students will have to comply with capacity limits based on the room. We want to serve students and faculty and yet not contribute to health problems on campus.

Space planning continues. A feasibility study is being done by campus facilities and library people. As Deb mentioned at a previous town hall, we will be focusing on two projects. The first is the creation of a single service desk in Ellis. We are looking at how big, what it would look like, and working around structural and wiring issues. The second project is the placement of university archives, special

collections and digital services unit. We want to find the optimal location within Ellis. A big obstacle is that the building is older and designed before the need for lots of wiring and the special climate control that our materials require. This project is more complex in nature and will include Matt Gaunt (since we know we will need more money than we have on hand) and campus facilities in planning. Hopefully we can come up with something workable for staff and those we serve as well as meeting the need of the materials. We been in discussions with Architectural Studies faculty about working with a group of their junior level students on ideas for working on the ground floor of Ellis Library, off of Room 52.

Deb turned to Kathy Peters for her report. Kathy said that she is back in her office and things are picking up as we look at facilities and security staff. We will close the west desk. The carrel holders have already vacated. We closed the student lockers and students have been by to get anything left in them from the shutdown in March. We are also asking faculty office holders to remove items from those rooms. The reasoning behind all this is a confluence of issues that will limit space in Ellis library. In some places the carrels and stacks are too close and prohibits social distancing. There is also the windows project that is affecting space in parts of the library. For now, 201 and 202 will be off line until the windows can be removed and replaced. The completion date was moved from July to September so we know we will lose access to those rooms well into the fall semester. We will reopen them as we can. We already know the project is a noisy one so 114 will not be a quiet study room. As faculty vacate their offices, we can open the east stacks more, keep central open and find study spaces/reservable rooms. Kathy will keep everyone posted as the situation develops. Rachel suggested that we could repurpose some of the study rooms into single user rooms for teleconferencing.

Kathy said that everyone is doing a great job social distancing. She is working with the Mizzou store and campus facilities to get face shields, level 3 masks, disposable masks for patrons who forget to bring in a mask. We are also ordering large bottles of hand sanitizers, disinfectant sprays, and plexiglass at service desks. We are looking at placements for the public use computers. Right now, they are very packed and we need to set things up to ensure social distancing. We will have to reduce computers and chairs throughout the building. Ernest is working with his group regarding the computers, and then we will get the furnishings adjusted.

Kathy has been working on the student budget and asked for thoughts on that. We will have to limit the number of appointments for liability, health and safety reasons. Some students may end up in different departments. We want to have as many student workers as we can without having to share spaces. Deb added that not having overnight hours at Ellis will affect staffing. Kathy noticed there were several questions and comments in the chat box on things she had reported. Staff appreciated our work in obtaining face shields and asked if we could get cloth masks into the vending machines. Kathy said that masks for vending machines would be \$1.50 each which she thought was reasonable. She is looking into that. When asked if people could share students, Kathy responded that that is possible. She will have to see who is available and what they can do. She encouraged everyone to send her their needs and suggestions. A question was asked about library hours and who would be allowed in. Kate Anderson said that the Science libraries depended on what their respected buildings were doing. Vet Med is allowing only CVM students and faculty access. Noel Kopriva said that right now Lafferre (Engineering) is only open to people who can swipe in. Sue hoped that it would be the same for the Journalism Library. Tammy Green thought limiting access for the Gov Docs would be an issue as we are a depository and need to be open to the general public. Kate asked Deb to address what Ellis will be doing. Deb said they do not anticipate carding although we could have that conversation if it became necessary. Ellis plans to be open to everyone but we will be closing probably around 10 pm. Specialized libraries will probably close earlier. Deb said we will have to hammer all this out so we can share what we are doing/offering with users come fall. It will also help us to know how many student workers we would need.

Shannon Cary said that there will be a marketing team workshop on the 23<sup>rd</sup> to get ideas for Cycle of Success stories. Taira sent out invitations and Shannon asked people to try to attend and share ideas. Deb said that the Cycle of Success stories have gone such a long way in sending out good news of the Library's services and impact. We need to keep reminding users that the libraries are important to their success.

Jeannette Pierce reported that her group is shelving a lot of books and the ILL folk are back up. She reminded everyone who does stats for the public service database to get your FY20 numbers in. Deadline is July 10 and we know some numbers, such as gate counts, will be off due to Covid.

Rachel Brekhus said that MULIDE (MU Libraries Inclusion Diversity & Equity Committee) sent a report to the Staff Advisory Group. She read the report and the draft of an open letter, which she hopes to send out for feedback ahead of the MULAC meeting. She does not think that SAG typically endorses statements as a group but said MULIDE will defer to SAG and LMT leadership for guidance. (Deb has since stated that this is an issue that can be taken up by the campus Staff Advisory Committee.) She feels that MULAC would probably call for a 2/3 majority rather than the typical simple majority because of the importance and ramifications of any action that comes as a result of the letter.

Rebecca Graves pointed out that President Choi did not charge the Faculty Council with the task of contextualizing the statue of Thomas Jefferson. He is creating a different task force specifically to deal with that. However, the Faculty Council IDE committee is looking to bring a statement to Faculty Council asking them to support the Black Faculty and Staff Organization's letter calling for the removal of the Jefferson statue from Francis Quadrangle. She said they have been asking faculty constituents their thoughts on the matter. Faculty Council meets again on July 23<sup>rd</sup>.

Comments on the open letter were generally supportive but suggested that the letter was too long and should be summed up with bullets. Rachel said a main problem is that a lot of newly discovered information on Jefferson needs to be disseminated in enough detail to get the points across effectively. Rachel and Rebecca agreed to work together on the wording of the letter before the MULAC meeting.

Deb asked if there were any other comments; there were none. She thanked everyone for attending.

Meeting adjourned at 1:45 pm.