

Library Management Team Meeting

Information and Action Items

Tuesday, July 14, 2020

In Attendance

Deb Ward
Ernest Shaw
Jeannette Pierce

Shannon Cary
Kate Anderson
Kathy Peters

Corrie Hutchinson
Support: Jacqueline Rash

Report on discussion about Library Committee with Ben Trachtenberg

- Ben Trachtenberg was asked by the Provost to review all campus Committees. After observing one meeting and talking with Deb, it was determined that the Library Committee is functional. It is good to have this forum to give and receive information to / from faculty.
 - He is going to recommend no change to the Provost.
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Library Services Planning Committee update

- The Library Services Planning Committee proposed the following hours for Ellis: **7:30a-10p M-TR, 7:30-6pm Friday. Sunday hours were proposed to be 1-10pm. It was recommended to be closed on Saturdays.**
- Hours have been reconsidered since the Library Services Committee last met. **It was determined that the service desks would be open until 8pm while the library building will remain open until 10pm.**
- Communicating expectations to users has been largely discussed.
- It was asked by campus Administration why we are reducing hours at all.
 - Kathy replied that it is hard to find enough staff to support the overnight hours while maintaining back-up staff as well.
 - We also need time to clean the surfaces.
 - It also reinforces the idea to encourage students to rest well and stay healthy.
- Should we consider security for Specialized Libraries?
 - We do have security for Vet and Health Sciences.
 - Math, Geology, Engineering, Journalism use MUPD.
 - Engineering might be the one that we need most.

Action: Kate will ask Engineering if they have any safety concerns.

- LMT proposed the following topics for discussion at Library Services Planning Committee meeting.
 - Closure of West Stacks

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- Bookmark Café
 - furniture
 - allowed foods
- Occupancy of rooms in Ellis
 - 114A has different occupancy depending on furniture set-up

Action: Jacqueline added these items to the Library Services Planning Agenda

Fall Staffing Planning

- Deb thanks the Management Team for working on these decisions. She will give the report to the Provost.
- The plan was distributed through email as well as added to Teams.
- Ellis Library is opening to the public on August 17th.

Space Planning Committee update

- It was estimated that we have about 1,000 seats to offer to students to study in University Libraries. This does not include what is needed for students taking class in the lower level of Ellis.
- Health Sciences' project is online again and will begin early next week.
 - The enabling project is wrapping up this week.
 - Shelf-less cabinets are being sent to Surplus.
- We don't need to move out of 52.
 - State Historical Society space is being considered for campus classroom space.
- If we can't get Archives out of Lewis Hall, it was asked by Gerald Morgan if we can move just the offices.
 - Deb replied that staff need to access the materials to do their job so that isn't a feasible option.
 - It was noted that we could use fourth floor of Ellis as a temporary solution, but we do not want to move archives twice.
- Faculty Research Offices
 - There are a few Faculty Research Offices that remain occupied.
 - Chancellor Deaton will move to the current Digital Humanities office upstairs.
- Research Data Center is open and they are working in Ellis.
- Kathy requested suggestions on what to do with Bookmark Café.
 - Deb and Kathy will meet with them soon.
 - Many AUL libraries are not allowing food in their libraries.
- Are the classrooms being serviced by the East entrance?
 - Yes, the Auditorium and classrooms will remain accessible by external entrance points to uphold social distancing standards.
- It was suggested that we should market that the libraries is a place to individually study and not group together and not study together.
- We will probably only be able to accommodate 1 person per table. Table tents that can be protected with a plastic sleeve, might be considered.

Upcoming Town Hall meetings

- All Staff meeting Aug. 20, 2-3:30
 - Agenda should include expectations of students coming back to campus.
- Staff development Committee was asked to do some training on how to ask someone to use their mask.
 - This Town Hall meeting will take place during the already scheduled Aug. 5th Town Hall meeting.

Decision: Town Hall meeting set for Aug. 19 will be canceled due to All Staff meeting scheduled for the following day.

Staff Development Committee recommendation

- Aug 5 Town Hall meeting will focus around re-opening and working on-site concerns received from the Qualtrics survey & potentially include HR information from Brenda.
 - Qualtrics survey will be used to get feedback in July.
 - All Staff on Aug 20 could be a follow-up meeting.
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Signs

- It was suggested to have signage that communicates our requirement to patrons to wear masks to receive service.
 - Signs might be provided by campus and we may be able to order more.

Action: Shannon will review sign needs and compare to signs provided by campus. She will collect more information about needed signs at the upcoming Library Services meetings.

DigiPrint plan

- Campus Facilities has recommended that we keep furniture in place and put up signs that students can't use certain furniture, but Kathy would like to store furniture in DigiPrint office, Ellis 115.
 - It is being determined what spaces we need to open to patrons and what furniture we need to rearrange.
 - Edwin will be located in DigiPrint and work in the evenings.
 - Sheila working from Ellis 115 and Dana working from the Security Office will coordinate during the day.
 - Part-time officers will staff the West Desk as the only entrance to Ellis.
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Budget update

- Shared resources will no longer be shared resource accounts.

- UMLD will still be a shared resource but each campus will be charged according to how many volumes are stored in that facility.
 - UMLD is mostly used by MU anyway. It will have a different rate determination.
 - Discussions with the Finance Department continue to determine if UMLD space needs to be formulated to consider the cost per square footage.
 - Eric and Todd are putting together some scenarios. Our shared GRA budget on this campus will get broken up and distributed to departments. They need to do a rate determination.
 - Other service operations; IT services and databases, will be pulled into another funding pool that is a service account.
 - These models will allow more flexibility and transparency.
 - GRA will only go to our resources.
 - We are making good progress with our budget.
 - We are moving to the resource allocation model and working with Amy Bohnert with year-end deficits.
 - We won't have to carry forward the deficit from last year.
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Recordings public/private

- Town Hall meetings have been recorded, sent out and linked to News Notes. However, we haven't received permission from attendees.
- News Notes links are publicly available.
- It was suggested that we say at the beginning of the meeting that this is being recorded.
- We can make recordings available upon request, for individual use.
- Aug 5 Town Hall won't be recorded.

Decision: Town Hall meetings can continue to be recorded and distributed through email at the request of individual staff, but will not be retained or published in the News Notes. The host will state at the beginning of the meeting that the meeting is being recorded.

Events, Workshops and Classes

- Event forms were submitted to reserve Ellis 114A.
 - Events Team thought the recommendation should be no.
 - It was also LMT's understanding that we are not doing events.
 - 114A could still be considered for internal workshops.
- Virtual events
 - We will continue to work with University Press for a virtual series of events.
- Classes
 - We are not hosting any MyZou courses with the exception of what gets scheduled in the lower level of Ellis.
 - It has been requested that library classes be held online but it may be possible to open 213 for small classes.
 - 213 might only hold 10 people

Copyright Task Force Recommendation

- This Task Force has completed their work and produced the report and recommendations which have been distributed to LMT.
- They are recommending a revised policy.
 - The new policy cleans up the old policy. It links to relevant statute policy and campus guidelines.
 - Approval of policy was requested by LMT.
 - Then it would receive comment from library staff at large.
 - Then it would go into effect.
 - The new policy recommends an ongoing copyright team.
 - Staff with copyright questions can address the new copyright team.
 - Staff development can be offered by the copyright team.

Action: LMT members were asked to consider this policy and think about team members for next LMT.

Report from Diversity Committee

- Diversity Committee did work based on a request from the Provost. Multi-pronged approach encouraging professional development in library for IDE; Inclusion, Diversity and Equity. Committee wants to change the name from Diversity and Inclusion Action Committee to Inclusion, Diversity and Equity Committee which makes it in line with campus.

Decision The name will be changed to Libraries' IDEC (Inclusion, Diversity and Equity Committee).

- The Committee is working to bolster staff development.
 - They propose working with SAG to integrate 5-10 min. of presentations related to IDE into SAG meetings.
 - Some ideas were to inform staff about the campus and division IDE websites, present dramatic readings, encourage use of implicit bias test.
 - Presentations by guest speakers outside of SAG meetings were also proposed. These would be hosted by Libraries' IDEC but voluntary to attend.
 - Suggested speakers include Candice Sall - who works with colonialism and museums, and Zach Dattle - who has researched slavery at MU.
 - Finally, suggested readings were proposed. This could be a brown bag event to discuss the reading.
 - It was suggested that LMT could propose an IDE in their staff's professional goals.

Decision: Staff development presentations at SAG meetings and outside speakers were approved by LMT.

- The letter that Rachel read at the last town hall, it is being discussed at MULAC tomorrow and has already been modified.
 - There is concern that approval will be given representing support from all faculty and staff in regarding all items of the letter.
 - Now it is looking like MULAC as a faculty body will be giving input to Faculty Council.
- The Libraries' IDEC recommended that LMT create a measurable set of diversity commitments to achieve and make public. It was recommended that the focus be on measurable values.

Action: It was proposed that LMT ask departments in the Libraries to think about these values and re-visit at the next LMT meeting.

Inn-Reach MOBIUS

- We need to figure out when we are going to turn on Inn-Reach in MOBIUS. We do not need to coordinate with system campuses.
- Circulation would like to start ILL Aug. 3
 - We could do both of these things at the same time.

Action: Deb will reply to MOBIUS that it was determined that Aug. 3 would be a good time to turn on Inn-Reach.

WEST

- WEST is a resource sharing service that includes U of CA system. Currently, we commit on the bronze level by making commitments about retaining print journals. They reviewed our collection 650 journal titles unique to MU.
- WEST wants to know if we will become an Archive Builder. It commits us to retain materials we select that are unique to us until 2035. We would verify by issue, volume and condition. We would offer access to these materials through WEST. We would store these in our offsite storage.
- We can also rely on WEST members to use their collection of print journals which would allow us to remove materials in our collection that we can access through WEST. They will fund us to pay for staff to do this. Corrie has discussed this with her staff and has created a viable workflow plan.

Decision: This commitment to become an Archive Builder was approved.

Action: Corrie will share the report regarding WEST's evaluation of our collection with LMT.

Archive Builder

- Tabled for next meeting.
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Decisions about Discussions

- It was noted that a spreadsheet has been created that includes all of the discussion items regarding reopening and working on-site.
 - This spreadsheet is in Library Services Planning Committee group in Teams.
 - LMT members were encouraged to review the spreadsheet and edit as necessary and as projects become complete.
 - Jacqueline can help update the spreadsheet.
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Next LMT

- Tuesday, July 28, 2:00-3:30pm: Absent: possible Jeannette, Shannon