

# Library Management Team Meeting

## Information and Action Items

Tuesday, November 17, 2020

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### *In Attendance*

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Deb Ward  
Jeannette Pierce

Shannon Cary  
Kathy Peters  
Kate Anderson

Corrie Hutchinson  
Ernest Shaw  
Support: Jacqueline Eiben

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### *Space Meeting Update*

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- Deb would like to loop in members that are not in the space meetings.
- PGAV has determined that due to outdated infrastructure some updates will need to be made.
- PGAV proposed installing an envelope that would create a new environment in the West Stacks.

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### *December Celebration idea*

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- Deb inquired about ideas for winter celebrations for staff and LMT.
- People enjoyed the virtual BINGO we played for All Staff this fall and suggested a similar game.
- Another idea was to host a zoom social hour for people to chat.

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### *Virginia tech*

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- Virginia Tech requested participation from libraries in the form of survey participants.
- Deb forwarded the request to librarians and Virginia Tech will follow-up in the future.

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### *Personnel Issue*

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- Personnel issues were discussed.
- We were not able to re-allocate the lapse salary reserves for library use.

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### *LTS next steps*

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- The Division of IT is giving up the Locust street building and moving many personnel to work from home.
- With the results from the recent audit, it was noted that MU spends excessive support on desktop support.
- With more of a desire for our LTS department to focus on ILS repository, teaching and learning and website updates, desktop support needs will move to Campus IT. We will not need to pay for the desktop support, but we will trade space for hosting some Campus IT staff in Ellis.
  - It was suggested to move some LTS support to the vacated programming position to help with website support.
  - Some LTS support will probably help with the transition to desktop support via Campus IT and more of the teaching and learning and ILS support.

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### ***LTS Priorities***

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- Deb reviewed the LTS priorities document that was distributed to LMT members ahead of the meeting.
- Deb would like LMT to review and add input to come to a consensus on the structure for reporting IT needs to Campus IT.
  - She would like LMT to add their department's IT needs to the list.
  - The list will then need to be prioritized in terms of staffing and timeline.
  - She would like to present this list to Abby in December.

Action: Send rewrites to Deb and Ernest.

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### ***Revised and updated Policy 8 Copyright***

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- Earlier this fall, Policy 8 was reviewed by LMT and then sent to All Staff for feedback. The policy outlines how we will use materials and that we will follow all University, State Federal guidelines.
- It was asked if the recent issues with reproduction of copyrighted work were included.
- It was noted that these specific issues can fall under a subset conversation and that we can approve the policy with the broad language therein.

Decision: This Policy was approved and will be placed on the web.

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### ***Weather Policy Changes***

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#### **Weather Policy Changes**

- HR has drafted changes to the inclement weather policy. If approved, it will be an expectation that campus business will continue via telework locations.
- It was asked how we handle unpredictable weather and the ability to have the foreknowledge to bring laptops home. It is also problematic for employees who rotate work from home and on site throughout the week.
  - Division Heads are asked to make that call.
  - If employees are unable to work remotely, Administrative Leave will be granted.

Decision: Deb would like to continue the practice that if campus is closed, the library buildings will be closed.

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### ***Winter Break Leave Procedures***

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- No one will be working between Christmas and New Year's Day. Everyone needs to look ahead to see how they need to adjust their hours to complete their schedule using up to 32 allocated hours of Winter Leave time. Some people may not need the full 32 hours. Hours will be loaded into the timesheets after the break, around Dec. 4. It is hoped that we can get the timesheets in and approved ahead of time, by Dec. 19, so that all HR staff can be off during the break as well.

Action: Library HR will send out an email after Dec. 4 to remind staff to enter their time early.

- If you are on FMLA or FCCRA, you will need to use sick leave instead of the winter break leave. These situations will have to be dealt with on a case-by-case basis.
- We don't have campus or community stay at home orders. Please submit the tracking form for employees who test positive for COVID. Employees who want FCCRA sick leave need to fill out the FCCRA form as well as submit the individual orders.

Action: Supervisors will need to fill out the form instead of Libraries HR. This will queue the deep cleaning process.

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### ***Undergraduate Research Project Contest***

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We usually advertise in the fall. Since that hasn't been done this year, the committee would like to obtain a reprieve for this project this year. The award is provided by the Friends of the Libraries who will be advised of the situation as well

Decision: This reprieve was approved by LMT.

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### ***Next LMT***

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- Tuesday, December 1 from 2:00-3:30p