

Library Management Team Meeting

Information and Action Items

Tuesday, December 1, 2020

In Attendance

Deb Ward
Jeannette Pierce

Shannon Cary
Kathy Peters
Kate Anderson

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

All Staff Meeting

- Deb would like to focus on space at the All Staff meeting.
 - Kathy can discuss the windows project, Corrie can update on UMLD Expansion, Jeannette can talk about Architectural Students: Interior Studio presentations.
 - It was suggested we mention plans for Special Collections and Archives.
 - We might like an update from HSL and the space developments therein.
 - It was suggested we review the changes from fall that are continuing in the spring; Bookmark Café, on call reference, hours
 - Personnel updates should be given, as always.
 - Budget update will be given by Kathy.
 - It was suggested that we address the Vice-Provost Search update.
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Desire to Aspire Donation Drive

- Discussion ensued as to pros and cons to allowing a donation drive this year.
- Some concerns were that we don't have a lot of people in the library to donate and that items may get taken if donations are not picked up every day.
- It was proposed that we put the box by the West Entrance.
- It was confirmed that [Desire to Aspire](#) is an approved student organization.

Decision: LMT members approved this drive granted that concerns are communicated.

Action: Shannon can put something in News Notes to inform staff.

Patron Data Policy

- MULAC asked that a Patron Data Policy committee be proposed to LMT to help determine guidelines, timelines and participants.
- We may want to start with a group to explore what patron data we have, how it is kept and shared.
 - Jeannette sent some examples to LMT from other libraries.
- Our Policy 41 does address patron record privacy, but it doesn't include the vendor aspect.
- Many of the services we offer, like registering for group study rooms, electronic access to journals, smart lockers, marketplace transactions require an electronic entry and it was proposed that we investigate who has access to this information in this group.
- Some names were proposed, and volunteers were also considered
- Charge items were suggested, and it was proposed to offer this to the potential chair.

Decision: Jeannette will discuss the opportunity with the prospective chair and will coordinate the charge through email with Deb.

North Door

- The windows project end date is delayed to Feb. 10, 2021.
- It was asked if we want to keep the North door closed until they are finished.
- Kathy has looked into allowing staff but not patrons to enter after Winter Break.
 - We have the option to have Safety Staff or Campus Clear personnel staff the North door.

Decision: It was decided to keep the North door closed until the windows project is complete.

Action: Kathy will send a message to All Staff of this decision.

Food/Drink Policy

- It is expected that the Bookmark Café will resume in the spring.
- Due to lack of adherence to the mask policy, it was proposed that we update our policy to read: no food/drink above ground floor.
- Ground floor - food beverage only; no food/beverage above ground floor.
- You must have your mask on, no exceptions.
- It was proposed we have a sign on the easel at the entrance.
- It was proposed to add a smaller sign to existing signs throughout the library.
- This policy will continue during the spring semester.

Action: Sheila will send number of signs to be made to Shannon

Action: Shannon will get this notification on the website.

FY21 budget update

- Our spring submissions for projections for short term budget cuts for FY21 have changed.
 - \$400,000 was pulled back by the Provost Office this past fall.
 - Kathy is going line by line with the Provost Office personnel in the reduction plan.
 - We left the OER librarian line, but we now need this funding for other personnel decisions.
 - \$75k is what we have left.

- Staffing plays a big part in the budget.
 - Positions that are funded by NNLM and IT have been kept.
 - A few part-time positions have been approved and posted.
 - Anticipated retirements have not materialized.
 - Discussions are still under consideration with the Provost's office for the Acquisitions Assistant position.
 - We hope to get some funding from COVID relief act to provide some future flexibility.
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Next LMT

- Tuesday, December 15 from 2:00-3:30p
- Tuesday, January 12 from 2:00-3:30p

All Staff

- Thursday, January 14 from 2:00-3:30p