

Library Management Team Meeting

Information and Action Items

Tuesday, August 10, 2021

In Attendance

Deb Ward
Chris Pryor

Kathy Peters
Jeannette Pierce
Shannon Cary

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Director Update

- We will implement FOLIO as the new ILS in September.
 - Announcements will be made in MOBIUS, GWLA (Greater Western Library Alliance), ALA (American Library Association) etc.
- Math Library will remain in their current location as the request for them to move has been withdrawn.

Travel and Training Budget

- The travel and training budget has been proposed and the departmental allotments will be allocated at the discretion of the Division Head.
 - Division Heads may take the following into consideration when approving or denying requests for benefit eligible employees:
 - The number of employees in their department and the anticipated needs from each employee in relation to the allocation received.
 - A differentiation between required travel to complete job duties versus professional development.
 - Requirements of promotion and tenure.
 - Travel taken by individual in previous years.
 - Current COVID restrictions and stipulations potentially affecting final request amounts.
 - Timelines to submit annual requests can be determined internally.
- Proposals for library wide speakers and webinars are not included in the departmental allotments.
- Time only requests were discussed.
- Departments cannot allocate funding from this year to be used in the next fiscal year.
- Once funds have been exhausted, additional requests should be discouraged

Decision: Division heads have each been given an allotment which can be distributed at their discretion.

Action: Deb will announce the plan for budgeting for travel and training at the All Staff meeting.

Student Budget Report

- The Student Budget was sent out to Library Management Team for review.

Decision: The budget was approved by LMT members.

Action: Kathy will proceed with hire requests based on the student budget.

All Staff Agenda

- The All Staff agenda was distributed.

Action: LMT members will provide slides to Jacqueline by Monday, August 16, 2021.

Committees and Staff Advisory Group

- LMT discussed the previous decision to defer the Staff Development Committee for one year.
- Undergrad Research Paper and IDEA (Inclusion, Diversity, Equity, and Accessibility) Committee calls are ready to be sent out.
 - There is a component in IDEA and Staff Development Committee that suggests coordination with the HR Manager.
 - Without an HR Manager IDEA can propose staff wide training through LMT (Library Management Team) or SAG (Staff Advisory Group).
- It was proposed that programming might be handled by SAG, and by LMT for any items that require funding.
- SAG might explore an additional Officer to help with agenda items and staff development, if needed.
- SAG program time could encompass reports from committees, task forces and topics of interest identified through SAG.

Decision: Staff development needs and opportunities will be addressed through SAG.

Events

- The Events Team has started receiving requests for use of 114A from outside groups.
- Room 114A is now being utilized by instruction librarians and as patron open group study.
 - Masks will be required for classes taught by instructional librarians.
 - We should use the LibCal calendar for 114A availability.
- Events need to be in alignment with campus policy.
- It was noted that John Middleton can consult with departments on potential events.

Decision: Events should be approved on a case-by-case basis.

Proposed Hours Team

- Deb initiated an hours team to address building and service hours each semester.
 - The team includes Kathy, Jeannette, Cindy, Monique, and Shannon.

- The discussion arose for Technical Services staff to obtain access before 7:30am.
 - It was noted that this would put staff at a vulnerability for dealing with an emergency without a safety staff member in the building.

Decision: It was approved for staff to enter at 7:00am when Ellis Library opens at 7:30am; or one-half hour before the opening of the library. Once 24X5 hours occur, staff can work with their supervisor to determine an appropriate start time. Staff will need to recognize that Safety staff will not be able to assist anyone until 7:30am, and that they may not have completed their morning review of the facility. If staff would like occasional early entrance to work on a project, these special requests can be discussed with their supervisor.

Flexible Work Arrangement Guidelines and Telework Forms

- Flexible work arrangement guidelines were distributed to LMT members.
 - There were no objections to these guidelines.
 - Telework arrangement forms need to be renewed next week.
- Action: A message will be sent to all staff reminding them to renew their telework arrangement forms. It was also requested that employees list the University equipment they are using at home.
- The discussion ensued as to what technology needs can be accommodated during WFH.
 - University supported equipment is required to do University business, but it is unlikely that the University will be able to fund and support duplicate workstations at home and in Libraries.
 - Staff cannot use their own devices; it is encouraged that staff use University issued laptops at home.
 - **It has been recommended that the University spend less time on desktop support.**
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LMT Retreat

- An LMT retreat was proposed to address strategic planning needs.
- Discussion ensued as to the most appropriate time to hold the LMT retreat.
 - Options proposed included Sept. Oct. Dec. and sometime before the next budget cycle.
- The goal of the LMT retreat would be to inform our future decision making with our highest priorities.
- Strategy discussions will include.
 - Revisit mission, vision and values.
 - What do we need to reach for as a collective research library?

Decision: Second week of Jan. was agreed upon as a time for the LMT Retreat

Action: Jacqueline will send a meeting hold.

Next Meetings

- Wednesday, August 18, 2-3:30pm All Staff
- Tuesday, August 24, 2-3:30pm LMT