

Library Management Team Meeting

Information and Action Items

Tuesday, August 24, 2021

In Attendance

Deb Ward
Chris Pryor

Kathy Peters
Jeannette Pierce
Shannon Cary

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Vaccine Incentives

- The Provost's office offered the opportunity for departments to offer vaccine incentives if funds allowed.
- University Libraries is not required to offer vaccine incentives and funding is not available.

Decision: University Libraries will not offer vaccine incentives.

Policy 43

- Discussion ensued about various recent understandings of the food and drink policy.
- It was noted that we should keep the food and drink policy and the quiet space policy consistent with each other.

Decision: 201 and 202 will be quiet rooms only. Ground floor only meals. All other areas allow nonperishable foods and covered drinks.

Action: Safety officers will remove quiet signs from the fourth floor

Action: Shannon will make new signs for 201 and 202 to restrict to covered drinks.

Action: The policy, as stated on the website, does not need to be changed.

Update on West Stacks

- The West Stacks are open but we won't be renting carrels.
 - Renovation plans include removing the carrels.
- Exits in 201 and 114 that go into West Stacks: It was asked if those doors could be unlocked and disarmed.

Decision: we will keep them locked and alarmed due to the changing nature of this space. These doors should not be used as emergency exits and signage will be updated after consulting with the Fire Marshall at the next annual meeting.

Tiger Tours

- The Office of the Provost is offering meetings with individual departments starting in September.
- Preferred timing was discussed.
- It was suggested that we schedule this for Ellis Library and the specialized libraries might be involved in their department tours.
- Ernest believes that there is sufficient technology to host this meeting in person.
 - It was noted that those who want to offer questions should attend in person so that their questions can be better addressed via technology in the room.
- Some ideas for discussion were mentioned.
- An idea was brought up to engage the Marketing Team and Advancement in the presentation.

Action: Deb will do some more brainstorming and strategizing with Division Heads.

Action: We will schedule this when contacted by the Office of the Provost as stated in the communication from the Provost.

Statistics Dashboard

- The Assessment Team has been working on the Statistics Dashboard project.
 - Jeannette wanted LMT to know we have the Dashboard for reference and comparisons.
 - It was noted that we can use these statistics to analyze trends and make decisions.
 - Statistics being collected represent usage by:
 - Number of visitors in person
 - E-Resources
 - ILL
 - Scan and Deliver
 - Circulation
 - Equipment Checkouts
 - Instruction Sessions
 - Reference questions
 - LibGuide Usage
 - It was suggested that this information could be presented at SAG, as a potential programming option.
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Strategic Planning Brainstorming

- This topic will be discussed at the next LMT meeting.
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Personal Equipment for WFH

- The University allows use of personal equipment as long as it can be supported by the IT department.
 - Licensing and data ownership are two major concerns.
- Our LTS department does not have the resources to maintain support for personal equipment.
- It was reiterated that requests for additional monitors to use during Work From Home will not be approved.
- Verbiage on the equipment section to the Work from Home form is requested to be “University Issued Laptop”. Permission for other devices needs to be obtained from Ernest Shaw.

Decision: LTS will not support personal computers during work from home. Those using personal equipment from home need to limit their work to platforms that do not require LTS support like Office 365, Outlook, Sierra Web and Zoom.

Room Reservation Guidelines

- Jeannette shared an updated Room Reservation Guideline document.
- Input was given from LMT and edits were made.
- Rooms will continue to be reserved through LibCal and keys/access can be obtained from Sheila or the Safety Team.

Action: Jeannette will upload an updated version to the Staff Website.

Next Meetings

- LMT Tuesday, September 7, 2021
 - Agenda items for next meeting:
 - Shannon - Tiger Tours update from marketing team and advancement on timing
 - Deb - Strategic Planning Brainstorming
 - Security Strip usage
- LMT Tuesday, September 21, 2021