

Library Management Team Meeting

Information and Action Items

Tuesday, September 21, 2021

In Attendance

Deb Ward
Chris Pryor

Kathy Peters
Jeannette Pierce
Shannon Cary

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Director Updates

- We are working on getting the NEH proposal submitted today.
- We will discuss the Strategic Priorities agenda item in a future meeting.

Contactless locker project launch update

- Chris Pryor, Terri Hall, Cindy Cotner and Burt Fields are working on the implementation of the contactless locker systems for Ellis and Health Science Libraries.
- There are some temperature issues with the Ellis West Entrance lockers.
 - The keypad will sometimes shut down in high heat.
 - Kathy is investigating some solutions.
- A soft launch is scheduled for Oct. 4, 2021 but will not be advertised.
- Lockers will go live on Oct. 11 if the soft launch is successful.
 - Some marketing around this date will need to be done.
- Integration to FOLIO is anticipated to move smoothly and not affect the smart lockers.

Update to Cast Gallery

- The department of Visual Studies have created drawings that have been submitted to Campus Facilities.
- There are two plans: one with statues at one end and another with statues at both ends of Ellis 202.
- Kathy is working with Campus Facilities to determine if the floor will support the weight of the statues.
- The Museum plans to move out by March 7th.
- They have also proposed to place two pieces of art in the Grand Reading Room entrance.
- It was questioned if cast pieces can be moved via elevator.
 - This will be investigated by the Museum and department of Visual Studies.

Events and Outreach Proposal

- Shannon presented the idea of creating an Outreach and Engagement Committee for the Libraries. She shared a charge for this type of committee from another university library as an example.
 - The committee would have rotating members to allow employees with an interest in outreach activities to participate without this becoming a permanent part of their job duties.
- Outreach activities like the Homecoming Open House, Show Me Mizzou Day events, Parents Weekend have no clear ownership, but are still important opportunities we would like to continue.
- Historically we moved some engagement duties from research librarians to our OER librarian, a position we are now operating without.
- We would want to keep this in alignment with our current structure for committees.

Action: Shannon will revise the proposal to fit our institution and look for possible volunteers for the committee.

Emergency announcement

- It was asked if we want to keep up the masking announcement on the Library main page.
- Campus is now asking us to publicize recommendations like masking and vaccinations.

Decision: We will keep the current messaging.

Action: It was advised that staff encourage patrons to wear masks and socially distance when asked.

Gates / Security Strips

- LMT continues to discuss the possibility of removing our security gates and discontinuing the use of security strips.
 - There is the notion that with less materials in the building and less staff hours to offer, we may be approaching a time that maintaining security is of less urgency.
 - It was also noted that there are some concerns that removing the gates could pose a threat to our collection.
 - We will need to take this conversation to the Library Connections Team, and CSC collections agendas.
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Museum alarms

- The museum does plan to install alarms.
 - The museum will have the doors locked during hours that they will not be present.
 - The museum will open and close the northeast door and it will not be in the master electronic lock system.
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Attendance Reporting Expectations

- Kathy proposed reviewing the verbiage to the “attendance notice to employees” to encourage a verbal communication component or mention of University Policy.
- Kathy is asking HR to review our current notice template.

Action: Kathy will follow-up with HR and report to LMT.

Newspaper retrieval

- Since we don’t have a guardrail at the loading dock, Kathy is recommending that we send people out the loading dock door and up the sidewalk to the east entrance to obtain newspapers.
 - We hope the guardrail and newspaper box will be installed at the loading dock by the end of September.
 - We will need a few days’ notice when we move the box to allow for communication with the newspaper delivery person.
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Noise communication

- It was suggested that we make an announcement to staff and students about the windows project so that noise expectations can be managed.
- The fire alarm project plans to bring signs to notify patrons of alarm testing during that time.

Action: Shannon will create a digital message or News Hub announcement about the noise and list our current projects.

Archives move

- Remaining collections and staff furnishings are planned to be moved before Thanksgiving.
 - Archives and Special Collections will determine what reading room tables will need to be kept.
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Call buttons

- The call buttons in the elevators and on the fourth floor stair lift are now programmed to MUPD.
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HSL update

- The first floor move has been completed and the third floor is now being moved.
 - With the new construction it has been announced that the HVAC system will be updated.
 - SOM plans to remove and surplus the compact shelving on the first floor.
 - It was proposed that the HSL compact first floor shelving or third floor shelving could be repurposed in Ellis.
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Next Meetings

- Tuesday, October 5, 2-3:30pm LMT