

Library Management Team Meeting

Information and Action Items

Tuesday, November 02, 2021

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Chris Pryor

Ernest Shaw
Support: Jacqueline Eiben

Communication Plan

- It was asked if we have an internal plan for what type of communications are best distributed by which medium.
- Discussion ensued about the use of Teams.
 - Functionality and use regarding being logged in and not logged in and how you get notifications were discussed.
 - Resistances and benefits were noted as well as the possibility of creating a process around retiring a “channel” or tile once a project is over.
 - We might want to discuss a sunset policy for groups on Teams.
 - One suggestion is if it’s not urgent it goes in email if it’s urgent it needs to be communicated by a phone call.
 - There is an IT trainer that can present and train about Teams and One Drive.
 - This person could present at SAG.
- It was suggested that because different jobs have different communication expectations that departments might want to create their own guidelines or it may be driven by what the communication is regarding.
- Use of the phone or email and expectations surrounding the responsiveness to these tools was discussed.
- How does LMT want to communicate? How do divisions want to communicate? Is there a standardization we want to create?

Action: LMT members were asked to review culture expectations and survey what is working/not working in their areas now. This will be reviewed at the next LMT meeting.

Action: Corrie will send out action/reaction points for LMT members to address at the next meeting.

Review Strategic Planning

- We are holding on Strategic Planning because we are in an Interim phase. We are holding on a Space Master Plan because we don't have a Master Strategic Plan to work from.
 - Deb was advised that the timeline for Space Master Planning with Campus Facilities and PGAV may resume in January.
 - We are working from the recommendations of the feasibility study highlighting the NEH grant/west stacks renovation, collection distribution and public spaces for users.
 - Are we prepared to describe staff space needs for 5-10 years from now?
- Deb suggested we might want to ask a guest speaker to do a presentation on the future of libraries.
 - Another idea would be to bring in a panel.
 - We could bring in a consultant to talk about change and responsiveness to change.
 - Change management as we prepare for a Vice Provost search was noted as an important topic.
 - A speaker on the topic of the future of libraries more generally might be a way to inspire staff in a non-threatening way.

Library Committee Report

- Library Committee went through the Annual Report from 2020.
 - The report has been added to LMT Teams.
- One member, a PHD student in Statistics, is eager to work with us in finding meaning within our data/statistics.
- Another member, a staff representative, asked about what is available for staff.
 - We might want to connect her with a librarian who could do a presentation tailored to the MU Staff for Staff Appreciation week next spring.

Action: Deb will follow up with Jeannette.

- Next month Library Committee will have a presentation on Open Access by Steven Pryor and Corrie might present in the New Year.

Telework arrangement renewals

- Jan. 15 is the renewal date for Telework arrangements. The established general guideline of up to three days with supervisor approval remains.
- All departments reported that telework arrangements continue to work at this time.

Decision: Renewals and adjustments can be made now for the next semester's telework arrangements.

Position Descriptions

- It was asked if a work location expectation should be detailed in each job ad we post.
- We might want to review the impact that our current job descriptions have on space and service.
 - All job descriptions that are updated need to be approved by the Provost's office and campus HR.

- It was noted that there are mixed messages from campus on the expectation to engage in a vibrant workplace and the reality that many IT and Shared Services work from home full time.
 - Work, productivity and work life balance should be the focus of these future conversations.
- It was suggested that we ask Campus HR to start to make a standard work location statement in Library job descriptions.
 - In doing so there may be a requirement to make that change in job classifications across the four campuses.
 - It was noted that we may want to review based on specific positions and not classifications.
- Future discussions might entail what space is opened in regard to allowing work from home situations. Similarly, we will want to ask ourselves how this affects the work culture and feasibility of future job postings.

Action: Kathy will reach out to Sheryl to see how we can address this situation.

Next Meetings

Tuesday, November 16 - 2:00-3:30pm LMT

Thursday, November 18 - 2-3:30pm SAG

Tuesday, November 30 - 2-3:30pm LMT