

Library Management Team Meeting

Information and Action Items

Tuesday, November 16, 2021

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Chris Pryor

Shannon Cary
Ernest Shaw
Support: Jacqueline Eiben

Director Updates

- During the fall faculty meeting Choi agreed to meet with faculty to discuss shared governance. The RAM budget model that has centralized and redistributed funding, as well as shared governance, will be the focus of the discussion. Please note that the date and time has been sent out over e-mail.
 - Deb's meeting with Matt Martens yesterday entailed discussions about the Library Committee, Services at a Glance and Annual Report.
 - Deb asked Matt what does the academic community need from the libraries the most this academic year?
 - He stated that he perceives that access to resources is the most important issue.
 - The Intercampus Faculty Cabinet will discuss the journal cuts with System Libraries chair, Chris Dames and Fiscal Officer, Amy Bohnert, with emphasis on cuts and funds flow.
 - Strategies include the faculty advocating for increased funding for the collections, with the understanding that there would be trade-offs. Schools/colleges could elect to partner with the Libraries to support specific resources, as a matter of choice.
 - Martens stated that he hopes that this is the low point of library funding for the campus, and he is of the opinion that we need to see library funding increases in the future.
 - Comparative statistics on the balance between collection and staffing funding were offered.
 - Deb has no intention of cutting staffing in order to increase support for collections.
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Committee Updates

- Taira Meadowcroft has agreed to chair the IDEA Committee.
 - Committee will continue to explore Safe Space Training although we have not had much follow-up in the past.

- Committee may also consider bringing in a guest speaker on an IDEA topic. A budget of \$500.00 could be applied if needed.
 - Jennifer Walker agreed to be the Undergraduate Research Project Committee chair.
 - Kathleen Donelson has been added to committee.
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MU ID after 10pm policy review

- In 2018, ULSAC asked for limited access to Libraries after 10pm to increase their perception of safety during the overnight hours.
 - It was noted that ID screening doesn't necessarily mean that students are safe although it supports the perception of safety.
- The Safety Team has had mixed success enforcing this expectation.
 - Safety Team doesn't have ability to swipe MU cards and confirm if users are in classes at this time due to changes with the desk officer workstations.
 - The Safety Team has accepted many forms of proof that library users are affiliated with Mizzou because students are not in the habit of carrying their ID cards.
 - Students from Stephens College and Columbia College, but in enrolled in MU classes, are not issued MU ID cards.
 - It was asked if the trouble with enforcing ID cards was exacerbated by the recent change in residence hall entry technology.
- There isn't a current policy on this ID requirement.
 - MUPD does not want to enforce this departmental practice for University Libraries.
 - It was suggested that we discuss again with MUPD.
- It is Safety Team's recommendation that we focus on removing disruptive patrons rather than checking MU ID cards.
 - It was noted that it is a realistic expectation for people to produce identification.
- There are three to five Safety Team members during all shifts: two at doors and 1-3 roaming officers.
- It was suggested that we give ULSAC students a full picture of the issues at hand and ask for their feedback.

Decision: We will continue checking IDs for the rest of the semester and discuss this with students and possibly the Connection Team. This topic will be visited again at the next meeting.

Action: Kathy will review with Safety and obtain their tick marks for overnight numbers and problematic patrons. Ernest will look into the status of digital IDs.

SAG

- SAG meets this Thursday.
- February will begin the Division Head's reports although David may call on Division Heads for this week's meeting, if desired. Division heads should contact Deb if they want items presented for them, or if they want to present information at the meeting.
- Deb and Kathy have some reports to offer.

Social Media Report

- Shannon shared the MU Libraries Newsletter and Social Media Report, which was prepared by Taira Meadowcroft. It details how users are interacting with our online newsletters and primary social media accounts.
 - We have a good open rate for our newsletter.
 - The report included statistics about who our users are and how they engage in social media.
 - A presentation on this report will be included in a future SAG meeting.

Action: Review handout and provide comments to Shannon.

Emergency plans

Kathy sent out an email with a link to our emergency plans for all of our libraries.

<https://ehs.missouri.edu/ep/emerg-prep>

- Campus has codified emergency action plans for the entire campus.
 - Campus standard evacuation maps do not include room numbers.
 - Evacuation maps are very general by design.
 - Emergency Action Plan is complete for the Libraries.
- The Libraries' Disaster Response and Recovery Manual was last updated in 2011.
 - Some missing libraries from the plan were noted.
 - It needs to be updated to point to the Campus' plan.
- It was proposed that we establish a disaster relief planning group.
- It was suggested that we appoint someone to be in charge of updating the Staff Webpage.
 - Although Specialized Libraries' plans are not on the website, they do exist and can be reviewed and shared with staff.

Decision: Kathy, Shannon, Deb and Jacqueline will meet to discuss how to approach the website updates.

Spring Library Hours

- Libraries are now using Sub It Up program so Kathy needs to finalize library hours earlier than previously expected.
- Should we restore Saturday hours for Spring Break weekend?

Decision: We will open the first Saturday 10a-2p, be open the second Saturday 10a-2p and open regular hours on the second Sunday before we resume classes.

- Should we restore Sunday hours for Spring Commencement weekend?

Decision: We will be open Sat. 9-5p and Sun. 12p-5p for Commencement weekend.

All Staff meeting preliminary agenda

- Deb is considering having a presentation about libraries of the future.
- We need something to give employees a motivating vision while being realistic about financial restrictions.
- We must include a presentation on budget.
- An idea under consideration is a presentation by Cindy Dudenhoffer from SISLT (School of Information Science & Learning Technologies) based on ideas from her Emerging Technologies and Libraries class.

Strategic Planning topics review

- This topic will be tabled for future discussion.

LMT meetings

- It was suggested that we move the next LMT from Nov. 30 to Dec 7.
- We will invite Sheryl to this meeting so we can learn about HR practices regarding job postings.

Action: Jacqueline will flip flop LMT and Division Heads to accommodate this request.

Next Meetings

Thursday, November 18 - 2-3:30pm SAG
Tuesday, December 7 - 2-3:30pm LMT
Tuesday, December 14 - 2-3:30pm LMT
Tuesday, January 11 - 2-3:30pm LMT
Thursday, January 13 - 2-3:30pm All Staff