

# Library Management Team Meeting

## Information and Action Items

Tuesday, January 11, 2022

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### *In Attendance*

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Deb Ward  
Kathy Peters

Jeannette Pierce  
Corrie Hutchinson

Ernest Shaw  
Shannon Cary  
Support: Jacqueline Eiben

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### *COVID memo from President Choi*

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- Deb reviewed the email that President Choi sent this morning:
  - Vaccinations are encouraged.
  - Encouragement to move to virtual meetings & limit unessential travel.

Action: Kathy will review Spring travel and see if we need to reevaluate approvals

- Deb will take new travel case by case but believes most travel is non-essential except those who have leadership positions etc.
- Shannon brought up the idea that there is at least one approved event
  - BHM event is currently scheduled.
    - It was suggested that we support it as a virtual event.

Action: Shannon will reach out to event organizer.

- Donor appreciation meets next week for an event in April
- Mask
  - Librarians can ask face to face consultations to ensue with masks, if patrons don't want to mask, we can ask them to meet virtually.
- Stay home if you are sick
  - Discussion ensued about the quarantine rules again for when an employee is a close contact vs. when they are exhibiting symptoms themselves
    - We are encouraged to use the guidelines from the Show Me Renewal Website and the CDC:
    - [Quarantine and isolation // Show Me Renewal \(missouri.edu\)](https://www.missouri.edu/show-me-renewal/quarantine-isolation)
    - <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>
  - Employees can WFH when possible and necessary; discuss with your supervisor

- If we have employees who are exhibiting symptoms, we can ask them to take their temperature and/or visit their health provider.
- Social distance
  - It was brought up that social distancing while we work through these national searches may become an obstacle.

Action: Kathy will look out for PPE being available again through the Mizzou Store.

### ***All Staff Agenda Review***

- LMT members reviewed the All Staff Agenda
  - There are slight adjustments that need to be made.
  - Flow and timing were discussed.

Action: LMT members will contribute slide information to Jacqueline.

### ***Flexible Work Arrangements Training***

- Telework Arrangement forms are due this week and are good through May 15<sup>th</sup>.
- The link below includes training and additional support regarding Telework
  - <https://www.umsystem.edu/ums/hr/tmr/flexible-work-arrangements>

### ***MO Minimum Wage***

- Adoption of State Minimum wage is working differently this year. Each previous year we have increased with the state requirements.
  - \$10.30/hr. is the 2021 minimum wage and \$11.15/hr. is the 2022 minimum wage
- The University has decided to lag student minimum wage increase across campus and to encourage departments to maintain this campus standard to prevent compression with full time staff.
- All Libraries staff are currently above the 2022 minimum wage. Although we need to increase some of our bottom staff earners to maintain that standard as the minimum wage increases in the future.
  - All University Libraries' Level I students are already currently receiving the 2021 minimum wage.
- However, the libraries can submit a request to HR to increase students to the 2022 minimum wage starting in January.
- We have budgeted for this increase already.
- Discussion ensued as to the savings that could occur if we lag in the minimum wage increase.

Decision: We will request to campus HR to increase our Level I student salary to the 2022 minimum wage rate of \$11.15.

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- Discussion ensued as to how to increase the level 2 student worker wages.
  - Level 2 student workers currently earn \$1.00 more per hour than level 1 students.

- If we maintain this incremental increase for level 2 students, they will be making more than some of our full-time staff.
- It was proposed that we increase the level 2 students by a smaller amount than the \$1.00 difference.

Decision: We will revisit the Level II salary at the next meeting.

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### ***Salary Range Progression Tool***

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- Kathy inquired with Campus HR, how our staff titles compare to other system campuses regarding their global grades.
- We have three categories:
  - LIA - Library Information Assistant
  - LIS - Library Information Specialist
  - LIS Sr - Library Information Specialist Senior
- In response, Kathy received a salary range progression tool. This tool can help organizations review and set pay levels within a salary range based on job performance and job-related skills.
- Discussion ensued about how to structure the tool for use in the performance evaluation and salary recommendation processes for the Libraries.
- It was suggested that we discuss this with the other Library Deans and propose it as a multi-campus initiative.

Action: Kathy will ask Sheryl if we can involve the other three campuses.

Action: Kathy will work on further modeling this tool for staff salaries.

Action: LMT members are asked to evaluate the tool to provide feedback at the next meeting.

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### ***Next Meetings***

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Thursday, January 13 - 2-3:30pm All Staff

Tuesday, January 25 - 2-3:30pm LMT