

Library Management Team Meeting

Information and Action Items

Tuesday, January 25, 2022

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Chris Pryor

Ernest Shaw
Shannon Cary
Support: Jacqueline Eiben

Feedback on Salary Progression Tool

- Jeannette shared information from Archives; “Advancement Within Classifications: Determining Competency Level” from 2003.
- Kathy incorporated this information into her Salary Range Progression Tool and shared with LMT members.
- Deb offered the historical perspective for use of the Competency Level project.
 - It allowed staff to increase within their level.
 - Staff had to request increases and take charge of their progression.
- It was noted that this tool may be able to be used as a one-time budgeting tool to raise the base of staff wages but that we may not be able to count on the funding to promote this as a realistic way to encourage staff to periodically increase in their salary range.

Action: Kathy will discuss this with HR and Budget campus officers.

Level II Student Wages

- Kathy emailed HR to request an increase in Level I student’s wages.
 - Wages will remain at \$10.30/hour until we receive a reply.
 - Once we receive a reply, we can discuss Level II student wage increases.
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Review 24 hr. Access - Spring

- Kathy gave an update that headcounts are taken at 12am, 2am, 4am, 6am
 - There are the same patrons between 2am and 4am and they leave by 6am.
 - Headcounts reflect about a dozen patrons overnight.

- Getting student staff to work the overnight hours is difficult.
- Kathy compared the gate counts for Fall 2019 against Fall 2021. For Fall 2021, we had a lower gate count than Fall 2019. It averaged about 67% of the Fall 2019 gate count traffic, which translates to 33% fewer visitors coming through our doors in Fall 2021.
- Safety turned away 2 people due to not having proof of MU affiliation or an MU ID, 18 people were able to prove affiliation by another source.

Action: Safety Staff will continue to gather headcount and ID data throughout the semester.

Room 114A Use

- It was suggested that we stay with the status quo that we do not host events in 114A, but that it can be used for Instructional purposes and group study.
 - Some details may need to be worked out with Instruction activity:
 - Instructional librarians are supposed to move furniture, post a sign of when the event is scheduled, and put it on the room reservation calendar.
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Disaster Plan Update Task Force

- Michaelle Dorsey is willing to chair a task force to work on a disaster plan update.
- Jeannette asked for input on task force members.
- It was noted that we already have emergency action plans so this document will need to be a “disaster recovery plan”.
 - Once drafted, the task force will work with Kathy to request that Risk and Insurance Management review the document.
- Timeframe ideas were suggested such as end of semester or end of summer.

Decision: Michaelle Dorsey will be chair and Jeannette will propose a draft charge and solicit names for task force members with the timeframe of project completion by end of summer.

Meeting Free Week

- It was suggested that we have a meeting free week for all Libraries employees each semester.
- Urgent issues may still need to be discussed and professional judgement needs to be used.
- Monthly meetings can be moved to alternative weeks.

Decision: University Libraries will eliminate all internal meetings as possible over Spring Break.

Staff and About Webpages Update

- Web group does not recommend the Staff page be put behind authentication, but that internal information should be put behind SharePoint.
- Web group is working on About page and will bring proposal to LMT.
- Discussion about the current disaster plan and website access ensued
 - It was suggested we link the Disaster plan to SharePoint site that will be behind authentication.
 - It was suggested that the Disaster Recovery Task Force take on where we place the Disaster Plan long term.
- General recommendations around contacting staff in the event of emergencies were brought up.
 - To be prepared for emergency situations, staff should ensure that they have their team members office and cell numbers stored in their individual cell phones.
 - Staff are reminded to update their emergency contacts in MyHR and ensure that at least one emergency contact phone number is recorded in the system.
 - Supervisors should be trained how to locate emergency contacts in employee's MyHR

Decision: Kathy will bring this discussion around contacting staff during emergencies and staff's emergency contacts to the next Connections Team meeting.

Proposal for an Outreach Committee

- Shannon proposed a committee that connects with Marketing Team and Events Team so that there are some assigned persons to help with events and outreach.
- It was mentioned that the time required for Outreach would be something to address within the committee and directed by LMT.

Decision: This item will be discussed at the next meeting.

Next Meetings

Tuesday, February 8, 2-3:30pm LMT
Wednesday, February 23, 3-4:00pm LMT
Tuesday, March 8, 2-3:30pm LMT