

Library Management Team Meeting

Information and Action Items

Tuesday, March 8, 2022

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson

Ernest Shaw
Shannon Cary
Support: Jacqueline Eiben

Director Announcements

- Upcoming interviews
 - March 18, March 24 Head, Vet Med Librarian Interview
 - Apr 5, Apr 7 Head, Journalism Librarian Interview
 - State of the University Address by President Choi
 - on 3/15/22 at 10am
 - LMT members confirmed receiving invite.
 - Link to Livestream <https://president.missouri.edu/2022-state-of-the-university/>
 - Juneteenth Holiday
 - June 20th - paid holiday for all employees
 - Spring Break
 - LMT members are encouraged to email Deb copy Jacqueline with time off requests.
 - Deb reminded LMT to reference the document she sent for her time off details when needed.
 - Future LMT meetings
 - Apr. 5 moved to Apr. 12
 - Mar. 22 will continue if needed, with Jeannette as Chair.
 - ULSAC Advisor
 - Advisor will be rotating off and a new advisor will start in September.
 - It was suggested we add transition time from one advisor to the next advisor for some overlap on initial meetings.
 - Jeannette will send a few edits to the draft charge.
 - Jeannette will be hosting the upcoming SAG meeting.
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Hours

- Kathy will work on Summer hours in mid-April.

Space Planning Committee Reconfiguration

- Now that we move forward with our Space Planning initiatives, Space Planning Committee members may need to be revised.
 - There may be a need to have a smaller group for some topics and larger groups when other plans are discussed.
- Expectations for members may need to be communicated to allow members to attend or not depending on the agenda.
 - LMT may need to help set an agenda and designate people to be invited.
 - Graduate Student space is a vision some would like to discuss.
 - We may need to make a call/survey to get input on what the committee could tackle.
 - Space Planning initiatives heavily inform the direction of this group.
 - We may take a survey of staff for what their workspaces look like.
 - We can create smaller groups to address each topic.
 - Needs for spaces need to be considered including needs for services/furniture to be co-located.

Action: This topic will be re-visited in a future meeting.

Org Charts/ Position Descriptions on Teams

- Kathy placed updated org charts and position descriptions on the Library Connections Site.
- Kathy asked LMT members if they thought anyone needed to be added to the site or if members can forward documents to those who may need access.
- Kathy asked if current org charts are needed on our website.
- It was brought up to discuss the need for a team of student supervisors.

Action: Jeannette will ask that student supervisors be placed on Connections Team agenda for discussion.

Events in Library

- Now that we are moving out of COVID we are getting more event requests.
 - Some of the requests that have been coming in have been evening and weekend requests.
- However, we have less study space and less IT availability and custodial staff to support events.

Action: Ernest will ask about current use and status of Telepresence Room.

Action: Jacqueline will work with the recent request.

Communication

- There may need to be some official communication plan for where we store certain files.
 - This will help us withdrawal our reliance on storing things in Outlook as well as Teams.

Action: Corrie will work on a template to propose to LMT at a future meeting.

Assistant Head of Safety

- An offer has been made to Larry Dietzel, former facilities attendant.
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Next Meetings

Thursday, March 17 - 2-3:30pm SAG

Tuesday, March 22 - 2-3:30pm LMT

Tuesday, April 12 - 2-3:30pm LMT

Tuesday, April 19 - 2-3:30pm LMT

Thursday, April 21 - 2-3:30pm SAG