

Library Management Team Meeting

Information and Action Items

Tuesday, June 28, 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Corrie Hutchinson
Ernest Shaw
Shannon Cary

Support: Jacqueline Eiben
Guest: Sheila Voss

Space Update

- Sheila Voss attended LMT to provide a space update.
- Windows and gallery projects will be finished in the end of July.
- Museum construction is still underway and should be ready by Fall.
- Cast Gallery cameras will arrive in August.
- Loading dock concrete needs to be re-laid and will reopen on Monday.
- SPEC vertical lift options is still under discussion, but we will continue to meet with Jody Miller.
 - It was noted that the greatest priority is the lift conversation with Jody Miller.
 - The ADA office's recommendation was not to provide services on the fourth floor.

Action: Kathy will follow up with Jody Miller.

- The Board of Curators approved planning monies for the SOM/HSL contract so we can expect those renovations to move forward.
- Wooden tables will be moved out of 202 to refinish. These do not have drawers and will be refurbished with a disk insert so that they are more moveable in the future.
- Cindy Curnutte would like to get more electricity to the Cast Gallery.
- Cameras will migrate to Milestone in Mid-July.

Action: Kathy will contact Milestone to receive a timeline update.

- The book drops will be installed for this fall.
- It has been determined that the gate counters' wiring is considered unattractive and costly. Wireless is considered too unstable. We will revisit this at a later time.
- We will obtain a quote to tint the West windows. This will help the remote lockers to function properly in a more temperature friendly environment.
- We will want to discuss office space options to house our new hires.
- It was noted that we need to organize details of our timeline so that the West Stacks project and Magazine project don't conflict.
 - One of the obstacles with HSL move was the limited capacity of the movers.
 - We will also want to think about the other impacts the moves will have on other areas of the Libraries.

- Jeannette has set up a small task force regarding user technology scanners and self-check machine moves.

Action: Jeannette will email Deb and Kathy with the task force's recommendations.

- After the deduplication process, 37% of the materials will be kept in West Stacks with the remaining going to UMLD.
- Digital Wayfinding signs need to be started this summer.

Action: Ernest will set up a meeting with Dustin to initiate contact with Campus on this sign project.

- Some additional space items being evaluated are to add paint behind the first floor cast gallery, glass whiteboards for the study rooms and refurbishing the study rooms on the upper levels.

Action: Jacqueline will schedule a Space Planning meeting on August 31st.

Request for 2022 United Way Partners

- Shannon has served this role for three years, and we need a replacement.
- Deb would like us to look for a replacement Library representative from LMT membership.
- Shannon outlined the duties of this role.
 - The representative helps any staff members who have questions about United Way.
 - Departments often do at least one fundraising event. Representative can ask others to help with fundraising events. Shannon is also willing to continue to help.

Action: Volunteers, please contact Jacqueline.

FY232 Student Budget

- Kathy asked LMT members to enter work study hours that were not reported in previous reports like student employment hours, so that she can understand an overall need.
- Our budget needs exceed our current budget due to minimum wage increases.
- Kathy reallocated funding for FY23 to address salary compression and market rate.
- Some lapse salary funding has been given to ACTS for FY22 invoices.
- MO Minimum wage will increase to \$12/hour in Jan.
- Six months of lapse salary can be applied to collections up front to help with FY23 inflation.
- LMT members voiced that they wanted to pay student workers minimum wage when it goes into effect.
- We have a handful of staff members who are not yet earning \$12/hr.
- For Fall, the minimum wage is \$11.15 for level I students and \$11.45 for level II students,
- It was recommended that we make staff adjustments in August and make decisions for students when the increase is enacted in Jan.
- It was proposed we try to get work study students to replace some of this funding.

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

Salary Adjustments

- We do have more funding this year than we had last year to address salary compression. We need to do as thorough a job as we can to base these adjustments on a scale that is justifiable and that creates increased equity across the Libraries.
- We will do as much as we can and acknowledge it will only be about half of what we would ideally want to do.
- We usually spread percentage of increases by good, better, best, and extraordinary columns and assign a percentage increase accordingly. This year we need to add the step of looking at time in position and skill level. Division Heads will need to assign a spot on the HR matrix to each employee.
- The matrix suggested by HR is a tool but not perfect since it doesn't include comp ratio data.
 - Kathy took the employee list in time and position and evaluated if the time in position category salary is warranted, based on performance of employee.
- It was suggested that Division Heads have a meeting after recommendations have been made and adjustments to those recommendations are required.
- It was noted that employees who fulfill their work expectations, even if they are not going above and beyond, can certainly be evaluated for an increase.

Action: LMT members are asked to fill out the increases which are due by Aug. 5.

Decision: Division Heads and Kathy will meet on July 22 and members were encouraged to work together as well as call for an earlier meeting, if needed.

Outreach/Engagement Position

- Search Committee members have been designated and will be asked to serve soon.
- PD is taking shape, and Deb would like to get this submitted to the Provost's office soon.
- Shannon will update verbiage on what is Marketing Committee.

Action: Please submit any suggested edits to the PD by the end of the week. It was asked that Jeannette and Chris each propose a search committee member or serve themselves, if desired.

Searches

- It was asked where the Head of Instructional Services position is at in the process.
 - It has been approved by provost and now needs HR actions taken.
 - The other one in the pipeline is the Electronic Resources and Discovery position. The intention is to search for an interim position before we do a National search.
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Next Meetings

July 26 @ 2-3:30 LMT
Aug 9 @ 2-3:30 LMT
Aug 23 @ 2-2:30 LMT

Aug 25 All Staff