

# Staff Advisory Group

April 21, 2022 | 2:00-3:30pm

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## **Presenters:**

Ward, Deborah: Interim Vice Provost for Libraries | Merz, David: SAG Chair | Pryor, Christina: Interim Associate University Librarian for Specialized Libraries | Peters, Kathy: Ast. Dir Business | Gaunt, Matt, Director of Development Admin | Green, Tammy: Library Specialist, SR, Library Research & Info. Services / MULSA Chair | McCain, Edward: Digital Curator of Journalism / MULAC Chair | Meadowcroft, Taira: Librarian II, Health & Specialized Libraries | Barker, Anne: Librarian IV, Library Research & Info. Services

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**Welcome:** David Merz

## **Reports**

### **Admin Report: Deb Ward**

- Rae Thudium – New appointment as Head of the Veterinary Medical Library, effective May 1. Congratulations!
- Undergraduate Research Paper Award will be presented tomorrow in a larger awards program. Thanks to the Undergraduate Research Paper Committee chaired by Jennifer Walker for working on this. In addition to Jennifer, committee members this year are Rachel Brekhus, Kathleen Donelson, and Melody Edwards. The Library Undergraduate Research Contest Committee conducts and promotes the annual Undergraduate Research Contest. The goal of the Contest is to recognize and reward outstanding research conducted by Mizzou undergraduates. The committee reviews submissions, and judges them primarily on the research process, methods, and the materials and services used to create their work.
- NEH Challenge Grant awarded. We are so thrilled to have the opportunity for matching funds up to \$500K to renovate the west stacks. It took a team to put it together, and I want to thank all of the members of the team: Matt Gaunt, Jeannette Pierce, Kelli Hansen, Anselm Huelsbergen, Kathy Peters, Michaelle Dorsey, Corrie Hutchinson for working with me to get this put together. Jeannette had the role of actually putting the pieces together that she gathered from all of us, and Matt has the distinction of working with our donors to raise the \$1.5 M needed to match the NEH funds.
- I also want to thank Matt for working with a potential donor and the School of Journalism on the gift of a significant magazine collection, and we are on the brink of accepting it once a few more details are worked out. Matt will be making remarks in a few minutes and I'll let him tell you about it.

- Budget: We presented the budget to Provost Office on April 11. We inserted into the package a slide developed by one of the members of the LAC, Sean Duan. All of us are encouraging him to submit the article for publication, since it shows a positive correlation between library instruction and both first year retention and graduation rates. This study was based on institutional data collected from the Office of Institutional Research, and the methodology was based on the GWLA study that used only one-year data. Nav was our MU participant in that study. I'm glad to report that we could use it to help make the case for library funding.
- Today we received a file from the Provost Office with budget numbers, which I haven't had much of a chance to look at, but I understand from Kathy that this will allow us to redirect some of our monies towards addressing salary and personnel issues, as well as preserving some collections. I can't speak to it because I haven't looked at it yet. We will share more with first LMT and then the entire group as soon as we can. It looks as though we have a slight increase over last year, and that's all I can say about it at the moment.
- We have a visit scheduled from the UM System Library Deans on Wednesday May 25. We're working on the schedule for that. Mike Muchow will be providing a tour of Ellis library, and I thank you for that, Mike.
- I'd like to make a few remarks about space planning and the journey we've had and continue to have, while working with campus partners and Campus Facilities personnel. I know that there have been some developments that have bubbled up quickly when we're accustomed to having more time to discuss before we implement, but I'd like to set this in context. Timing, short planning windows, limited CF staff have all contributed to this, and the SAG officers felt that it would be helpful for me to reiterate this. Kathy Peters has done a terrific job of minimizing the chaos whenever possible.
- One last item I'd like to mention is the Employee Assistance Program. The month of April is notorious for being one of the most stressful months of the year, and everyone is vulnerable to it. I don't want to dwell too long here, but I'd like to remind all of you that we have an excellent and confidential Employee Assistance Program to help any employee who would like some additional support at any time of the year. Please reach out to them. It is a free service for the initial conversations, there is no tracking of any sort by anyone here in the Libraries. Not only is it helpful, but it is also completely confidential. If you remember only one thing that I've talked about today, I hope it will be this one.
- I'd like to turn to other administrative reports, and I'll lead off for Corrie, who isn't able to be here today. She gave me these comments to pass along:
  - My apologies for not being able to be present today. I'm attending a FOLIO meeting necessary for our implementation.
  - Everyone is working hard to close FY22 in Sierra and open FY23 in FOLIO. We still have a lot of work to do in a very short time to be prepared to go live on June 1st. We will not be able to get everything done by our go-live date but will do our

best to ensure the basics are covered. The recently announced Sierra extension allows us to maintain our MOBIUS connection and alleviates some patron concerns.

- Please bear with me and I encourage you to take the time to be curious. FOLIO is open-source and there is a lot of freely available information, including a test instance, on the internet.
- Thanks to everyone working on hard to make this project successful
- Taylor Kenkel recently left MU to pursue an opportunity outside academia. They were a critical part of the ILS migration team and will be missed. We plan to wait to refill the position until after the migration.
- Bette Stuart is retiring on May 2nd after 42 years with the Libraries. Congratulations and thank you to Bette for all the work she does in serials and government documents.

### **Other LMT members' reports:**

#### ***Jeannette Pierce: updates from RAIS & Special Collections and Archives***

- Thank you to everyone who helps with students push thru finals
- Special Collections & Archives' reading room is still by appointment
- Microfilm room (Room 404) is open to public. If a particular piece of microfilm is not available in the room, people should email [specialcollections@missouri.edu](mailto:specialcollections@missouri.edu)
- Marie Concannan is asking if anyone is interested in producing an object shaped like the Cheshire cat on a swing.
- Professional building will be torn down and will be turned into a surface parking lot. We will have a bookdrop near that parking lot. No exact date yet.
- We're approaching the time in the year when you need to make sure you have your stats in order. Remember that Sierra is going (mostly) offline in June.

#### ***Chris Pryor: updates from specialized libraries***

- Getting ready for finals week
- April 12, Department of Surgery had an instruction session in rare book room; Amanda came to help
- HSL renovation updates
  - CURRENT STATUS:
    - Appointed to the Architect Selection Committee
    - Will renovate 35K-40K square feet on all three floors
    - Consolidation of library space and addition of SOM offices
    - Portions of 1st and 3rd will house Child Health faculty
    - Expected completion and occupancy is June 2024
  - Architect selection
    - Meetings start this week
    - Will conclude work by mid-May and go to the Board of Curators in June
  - Then it's straight into design until about December 2022.
  - Construction is expected to start in spring 2023

- Basic concept
  - Infilling of the atrium
  - Removal and closing off of non-emergency stairwells
  - Addition of study rooms on second floor
  - Updates to plumbing, electrical, and HVAC

***Kathy Peters: facilities & HR updates***

- Water in Ellis will be shut off May 23rd
  - Closing building to public
  - Staff:
    - Work from home
    - Work inside Ellis: use bathrooms and water in other building (bring your ID)
    - Work in HSL (a room is reserved for staff): have to be pre-arranged; contact Kathy or Chris Pryor if interested
    - Could take vocation
- Cast gallery
  - Moved and installed this week; 2 very large statues might not be ready to be installed due to difficulties to move them up; currently the 2 statues are stored on the ground floor in Ellis
- Windows project
  - Installers are doing work inside the building mainly on 4<sup>th</sup> floor
  - Supply chain issues affect window supplies so not sure when we will get all the windows
  - Engineering issues discovered: windows behind a wall in 3 Central. The wall has to come down before windows being replaced.
- Teaching for Learning
  - Check your email for a map that Kathy sent out
  - Please be aware that patrons might ask alternative names for Teaching for Learning, such as T4LC, faculty development center or faculty teaching center
- Swing space
  - Got room 27 from campus facilities as a swing place
- Holidays coming up:
  - Juneteenth – will be a paid holiday this year
  - A full schedule for the summer is coming soon.

***Matt Gaunt: advancement updates***

- Success in advancement is a reflect of the wonderful work library employees do
- The goal was \$2 million for this fiscal year, but that was to include an estate gift that we haven't closed out this fiscal year. We have got \$1.6 million. \$1.2 million is in estate giving.

- The Kinder Institute may help us raise money for the collections (especially as more money gets funneled into the West Stacks). Maybe Kinder could help endow an embedded position.
- There's recently been an endowment for Special Collections, \$10k starting next fiscal year.
- NEH: \$500,000, which provides leverage to talk to donors, who are likely to up their gifts to respond to it. This is a stretch gift and what it's going to require is that all the people who give cash money will have to be driven towards that NEH project. We will lose a bit of our flexibility therefore in these next three years.
- A donor is interested in endowing a position for the libraries in two or three years from now (and not from their estate, but in cash).
- Magazine Collection from a donor
  - The magazine collection contains 40k first issues of magazines (every magazine that came out since 1978 and then others). Of the 40K, 38% never saw a second edition. There are also 60k magazines that are complete runs of magazines that the collector thinks are important.
  - It's going to mean a lot of work for our library staff, and it will be stored in room 88 during the initial organization and appraisal.
- Library Society event: many donors will join; Professor Anne Stanton will give a presentation.

#### MULSA Report: Tammy Green

- Getting back after two years!
- Monique and Mara are taking on the role of Courtesy Chair.
- Need a new Ellis Staff Lounge Chair

#### MULAC Report: Edward McCain

- We've had to replace the NTT Representative when , which will be taken on by Taira Meadowcroft.
- The Library Committee submitted a letter to advocate for the Libraries.
- The governance document is being re-evaluated

### **Presentations**

#### Spotlight Series: Copyright Team Introduction: Anne Barker

- Committee members:
  - Steven Pryor
  - Cindy Cotner
  - Cindy Bassett
  - Joe Askins
  - Anne Barker
  - Jeannette represents LMT

- Nav Khanal
- The Copyright Team shall:
  - review the University Libraries copyright policy periodically (at least every 3 years)
  - and revise as needed
  - recommend revision of procedures related to copyright
  - advise on copyright questions from University Libraries personnel
  - serve as liaison to University legal counsel on copyright issues
  - organize training for University Libraries personnel
  - <https://librarveuides.missouri.edu/librarvpolicies/policvg>
  - <https://librarvguides.missouri.edu/copvright/>
  - <https://www.ala.org/advocacv/copvrieh>
- Contact the Copyright Team first; Legal Counsel is a system-wide agency and vets all guidelines held by the Copyright Team first.
- The internal policy is on the staff page: <https://libraryguides.missouri.edu/librarpolicies/policy8>

Spotlight Series: IDEA Committee Report: Taira Meadowcroft

- Safe Space training survey: most people are interested in doing both trainings. Taira sent request to schedule for the first training.
- Lily Hunter has volunteered to do a talk onbeing an MU employee with a disability in the fall.
- possible panel open to campus, about removing discriminative practices in rural libraries and archives.