

Staff Advisory Group Meeting Notes

May 19, 2022

Presenters:

Ward, Deborah: Interim Vice Provost for Libraries | Merz, David: SAG Chair | Pierce, Jeanette, Associate University Librarian for Research, Access & Instructional Services | Pryor, Christina: Interim Associate University Librarian for Specialized Libraries | Peters, Kathy: Assistant Dir Business | Hutchinson, Corrie, Associate University Librarian for Acquisitions, Collections, & Technical Services | Green, Tammy: Library Specialist, SR, Library Research & Info. Services / MULSA Chair | McCain, Edward: Digital Curator of Journalism / MULAC Chair | Walker, Jennifer, Acquisitions Librarian & Undergraduate Research Contest Committee Chair

Welcome

Admin reports

Deb Ward, Vice Provost for Libraries

Congratulations to all for completing another academic year! Staff Appreciation Week is this week, and I hope you're finding something on the schedule that you enjoy. Thanks for the many ways you contribute to the libraries. Don't forget that the Celebration of Service is next week, May 26, so that our celebration would not conflict with any of the Staff Appreciation programming. Please come and enjoy the first face to face Celebration of Service in two years. There will be good food, compliments of MULSA, and great company – your colleagues! Thanks to Shannon and the Events Team for planning the event again this year.

A suggestion was made to SAG leaders and relayed to me that it would be desirable for us as an entire staff to avoid routine meetings on Fridays over the summer. This would allow the option for employees to take a long weekend now and then. We discussed this in LMT this week, and we decided that we'd like to try, to hopefully free you to take long weekends over the summer.

I want to note my permanent appointment that was announced on May 4. I want to say thank you for hanging in there with me through the last 2 1/2 years. Thank you for your perseverance and your professionalism. We made it through truly uncertain times, through a pandemic, through changing space configurations and moves, as well as the challenge of proving our worth. It is an honor and a privilege to work with all of you. We have the opportunity now to do some new things, and I look forward to the planning and implementation work ahead. There are going to be some staffing changes over the summer as we organize ourselves to meet our challenges. I'll talk about some of those in a few minutes, after I give a review of other news.

Yesterday, I went on an Extension Tour with campus leaders and Vice Chancellor for Extension, Marshall Stewart. The purpose was to learn more about our state and to meet some of the people of Missouri whom we are privileged to serve. The Extension team put together a great day to tour the East Central Region, with a focus on rural health and wellbeing, workforce development, tourism, community development and food insecurity at four different locations: Salem, Union, Owensville, and Jeff City. It was a great way to connect with other leaders and to hear members of the communities we visited talk about their needs and their connections with University of Missouri outreach. One specific outcome I'm looking forward to is a conversation for several of us to have with extension leaders, to talk about how we can connect extension staff members to library services and resources more effectively.

A visit to our Libraries by other University of Missouri System library deans is scheduled for next week, on May 25. Mike Muchow will provide a tour of Ellis Library, and we will visit some departments, as well as the Journalism Library and the Health Sciences Library. They are interested especially in visiting Special Collections and seeing the art that's been recently moved into library spaces. At the end of the day, Kevin will give the group a tour of the UMLD and the new addition. Members of the Library Management Team are invited to attend as they can, so I'm hopeful that we will build relationships across the system through the visit.

Update on Journalism Library search: We are very close to making the announcement about the new Head of the Journalism Library, probably early next week. I want to give a very big thank you to Sandy Schiefer for serving as interim head since Dorothy's retirement in January. Sandy, we all appreciate your work in maintaining services so well. Applause for you, Sandy!

At the April SAG meeting, we had fresh news about the budget that we've been reviewing and discussing. As I stated, we did get a slight increase, with 300K for collections and permission to redirect some funds with new funds for positions and salary increases. Yes, I did say salary increases, and at LMT this week, we began talking about the process, and laying out steps we want to take to get the work organized. We want the raises to be equitable and based on performance. We will be communicating more about this over the summer, as we know more about the actual raise pool funds and the salary guidelines from campus HR.

As for the positions I mentioned, we will be working on these over the summer and fall, conducting the searches into the fall and spring. Some will go more quickly than others.

I want to give you a brief overview of what these are, following up later with more detail as we have it. We cannot do everything at once, so the sequencing will look something like this:

1. **Remove long-standing interim titles from those who have held them for a year or more, in some cases for over two years.** I've been waiting for the mandate to do this, and I believe I now can restore organizational stability by getting those long-standing interims into permanent roles. We are actively working on these, and we will announce them as we complete the process for each.
2. **Replacements for those who have left or are leaving us soon.** For example, I can announce that Gwen Gray will serve as interim Head of Instructional Services beginning June 1, as Joe Askins is leaving. We will begin a national search for that position as soon as we can get the paperwork together. For the classics librarian, following Mike Muchow's retirement, we plan to begin that search in the fall. A third position that is high priority is a cataloger. When Bette Stuart retired, Corrie recommended that we not replace her position as is, but rather create a librarian cataloger position in its place. Corrie is currently working on the position description, which is the starting point for any position, and we'll post that opening as soon as the paperwork makes its way through the system, hopefully sometime this summer. The Technical Services Librarian position held by Taylor Kenkel, who left about a month ago will be evaluated after the needs we have based on FOLIO are better understood. This may be the last of the positions to be posted.
3. Another group of positions are some that we had in the past but were lost due to either past retirements or resignations. This list of **restored positions** includes:
 - Outreach and Engagement Librarian (Grace Atkins)
 - Electronic Resources and Discovery Librarian (Rhonda Whithaus)
 - Digital Services Librarian (Felicity Dykas)
 - Sciences Librarian for Ellis Library (General, focused as needed)

We'll be working through these systematically, and opening these positions as soon as we can, and hiring according to university processes, which means it will take a while. It may take a full year to get all of these positions filled, but we will be able to create a stronger library to support our many diverse users, and it's a great pleasure to be able to share the hope I feel for our future through being able to build our staff and strengthen our libraries.

As we head into fall, we'll be revisiting our need for strategic planning and space master planning for Ellis Library. But first, I'm going to take a few weeks off in June.

Thanks to David, John Henry, and Ying for serving as SAG officers this year.

Kathy Peters: Business reports

- May 23rd, power outage ends 8am and water outage ends 4pm.
- E-performance appraisals for benefit-eligible staff (not faculty):
 - Supposed to be several times a year but now it is twice a year.
 - The Spring appraisal is **rated** and will play into merit increases, please finish Spring self-appraisal by end of May
 - Performance progress tool: LMT has discussed funding for salary adjustments and would like to roll out a performance progress tool that is more meaningful and specific to Libraries' need. LMT will work with department heads and supervisors to see what needed to be added to the drafted tool. LMT will then start explaining the intentions of

the tool and how to use it in the future to supervisors and then they will roll this progress tool out to staff as soon as they can.

Corrie Hutchinson: FOLIO updates

- Working on a confluence site for documentation: <https://confluence.library.umkc.edu/x/HoUVCg>
- You might experience problems in sandbox because records are being updated. Wait until next Monday (May 23rd) if you experience any trouble today and tomorrow.
- Thanks to Rhonda and Emma for working hard on EDS.

Jeannette Pierce

- Thanks to Rhonda and Emma for taking the heavy load of FOLIO
- Staff recognition week this week.
- I have been attending some Celebration of Teaching events. The keynote speaker [Peter Felten](#) commented that: “how student interactions with faculty and staff are crucial to student learning, well-being, and success...” We can all think about this when we do our daily work.
- Thanks to Gwen Grey who agreed to be interim head of Instructional Services and I am grateful for Joe Askins who did a lot of work for this transition before his departure.
- Reminder to keep stats handy as we come to the end of fiscal year.

Cindy Cotner: Window projects

- Thanks to Ryan Bish and his team for moving 7,300 books in a week and a half.
- Windows project is moving to central location this summer.
- 2 central stacks – books have been moved to a different location and will be available this summer. Location notes for those books have been changed.
- 3 central stacks – boxed (129 boxes & some on book carts) and will not be available this summer.
- Central stacks will be closed when workers come to work. If West stack will be closed still to be decided.

Chris Pryor: Specialized Libraries

- HSL:
 - Relocating of the printed collection from HSL to UMLD has been finished. Thanks for everyone who involved in this year long project. Happy to have this year-long project taken care of.
 - Construction project: architect selection has moved forward and is on track. Results should be reported and approved by Board of Curators on June 3rd meeting.
 - Rachel Alexander: she is teaching as part of NextGen Clinical Trial Ambassador series.
 - Taira Meadowcroft: serving on newly formed outreach advisory group, representing the University with the NNLM Region 3.
 - Working on annual faculty publications project for the School of Medicine
- Journalism Library: Thanks to Sandy Schafer for her role serving as interim. Thanks for all the ideas and work she has done.
- Vet Library: LIS Sr. position open over there. Help us spread the word.

- Math Library: in process of relocating 5,000 items to UMLD. Hope to remove some shelves and add study some space.
- Finals week activities at all specialized libraries: kitten cuddle event, trail mix bars, tea light making, duck hunt.

Other Reports

MULSA

- MULSA will provide some food for Celebration of Service event next week.
- Trying to fill the board, please send nomination by 23rd and there will be an online election.
- No picnic this year.

MULAC

- Kudos to Jennifer Thompson who serves on Faculty Committee appointed by the provost and the Faculty Council to explore the possibility of creating an ombudsperson role at MU.
- Noel Kopriva who serves on a Faculty Council Committee addressing NTT rights and representation.
- Promotion committee is creating a Teams site for 2022-2023 promotion.
- We asked Kelli Hansen to ask Faculty Council to endorse the letter by Library Committee and the Faculty Council did.
- Thanks to Joe for serving as vice chair for MULAC. Thanks to everyone who served on MULAC. Election for next year is coming soon.

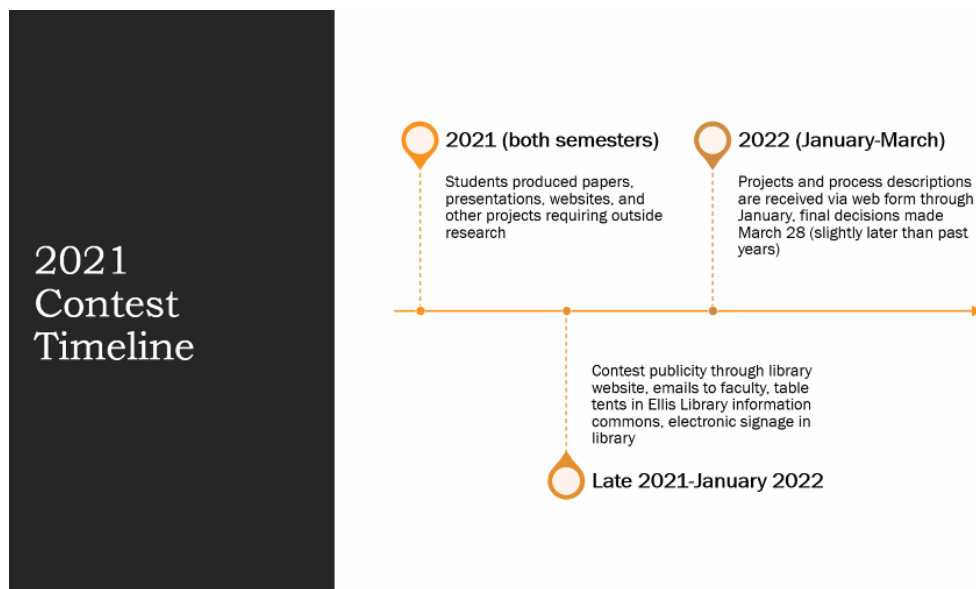
Presentations

Undergraduate Research Contest

- Current committee:
 - Jennifer Walker
 - Rachel Brekhus
 - Kathleen Donelson
 - Melody Edwards
- Lib guide: <https://libraryguides.missouri.edu/researchcontest>
- Rules: The project must:
 1. be created by an individual or group of undergraduate MU students enrolled for Spring semester 2022.
 2. be an original research project completed for an MU course.
 3. be created within the 2021 calendar year.
 4. include a bibliography or works cited list.

5. be distributable to contest judges electronically (e.g., Word document, PowerPoint, PDF file with images, or live web page/site with URL)

- Research Process Statement
 - 1-2 pages
 - Description of research process
 - Types of sources used
 - Any difficulties encountered
 - What they learned about research while creating the project
- 2021 Contest Timeline



- Choosing winners
 - Quick read 20 projects & process
 - Create shortlist (4)
 - 1st prize, 2nd prize, 2 honorable mentions
 - Papers will be archived in MOspace
- Award ceremony
 - Deb announced winners. 2nd prize winner attended in person and 1st prize winner attended via Zoom (special thanks to Nav for making this possible).
 - A generous donor offered to provide \$100 scholarships for each of the honorable mentions.
- News Hub post went out hours after the award ceremony.
- Thanks to everyone participating in this whole contest.