

Library Management Team Meeting

Information and Action Items

Tuesday, July 26, 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Corrie Hutchinson
Chris Pryor
Ernest Shaw

Shannon Cary
Kelli Hansen
Support: Jacqueline Eiben

Vice Provost Updates

- Welcome to Kelli Hansen for joining LMT. SPEC and Archives will be representing their departments on LMT, alternately serving a year at a time.
 - SPEC and Archives are now reporting to Administration. Thank you to Jeannette for representing these departments on LMT over the past 2 ½ years.
- In respecting his wishes for a low-key retirement, Jeannette will prepare the announcement of Mike Muchow's retirement for News Notes.
- United Way: Shannon Cary is replaced with Noel Kopriva for the next three year term. Kathleen Donelson and Colleen Smith will be support.
- John Henry Adams is chair of SAG. Currently, we do not have additional officers. Deb made several suggestions to John Henry for employees who might be willing to accept a role. John Henry will follow up by contacting them directly to offer the opportunity to join the Officers group.
- Division Heads, Deb and Kathy are working on completing salary raise decisions.
- Division Heads, Deb and Kathy are working on coordinating hiring positions for 11 openings. Each search will be given administrative support to assist the creation of the full day scheduling. Deb summarized the reasons why we have the openings and the expected sequencing and will present this information at the All Staff meeting.
- Kathy also has advertised a number of staff positions including Coordinator of Donor Engagement.
- Husni Collection update:
 - Matt Gaunt is finalizing the MOU.
 - He and a representative from Journalism will visit Mississippi to review the collection and sign the MOU on Aug. 23.
 - Matt will give an update at the All Staff Meeting.
 - Matt will be present for the collection pick up in October. Kelli will be present for the receipt of the collection at the Ellis Library.
 - Deb wants a communication plan for the receipt of the collection and will work on this with Shannon.

All Staff Agenda

- The All Staff agenda was reviewed.
 - The focus of the All Staff meeting is planning for the upcoming searches.
 - It was mentioned that staff will be interested in hearing about management discussions on the proposed PTO plan. Discussion ensued about our struggle with recruitment, retention and morale.
 - Deb replied with a desire to create a statement for LMT review, with a focus on administrative impact that could be sent to the Provost's office through Matt Martens as well as submitted through the website portal.
 - Three agenda items were added by Jeannette, Chris and Shannon.
-

SAG Agenda Topics

- Deb presented LMT with a document on potential SAG agenda items for the upcoming year and welcomed feedback for additional suggestions.
-

Ellis Library Neighborhood Open House

- Deb would like to acknowledge staff in entities in Ellis such as the Museum, Teaching for Learning Center, Anne Stanton, David Rosenbaum, Bookmark Café, SITES - Campus Writers, Tiger Pantry, Popular Reading display with DBRL, Campus Facilities, direct supervisors for Development, Communications, IT, Fiscal and Provost office.
 - It is imagined to be an open house come-and-go with brief programming.
 - Timing will be important for the Event's Team.
 - One suggestion was the beginning of Thanksgiving Break or potentially in Jan. after the Museum opens.
 - It was asked if Specialized Libraries would be included, and Deb stated that all Specialized Library staff are invited and welcome to add to any programming, and it's possible that Specialized Libraries may want to invite other library collaborators. This is still very much a work in the planning stage.
-

FY23 Student Budget

- GRA and Work Study spend for FY22 is 211K, requests for FY23 came in around 333K.
- Peer mentors will be supplemented by a donation from Jeanette Bobeen, a donor who created an endowment for student worker scholarships.
- Kathy asked if LMT members could review and confirm the FY23 requests.
- It was suggested that Work Study students are hired for future employment.
- It was noted that previous discussions lead LMT to decide to keep the wages at the same rate now and increase them in Jan. when the minimum wage increases.
- It was asked if we have returning students. LMT members replied that yes, we have some returning students and some departments may need more students in the spring rather than increasing in the fall.

Action: Kathy will bring this report to the Connections Team.

FY23 Travel and Training Requests

- Kathy sent the travel and training budget to LMT reflecting the same budget as last year.
 - The same standards were kept; one travel trip per librarian per year and only librarians will travel with an allotment for \$1,500 per person. Division heads are expected to make some adjustments for staff training by balancing department needs wherein some librarians will not travel every year.
 - Some adjustments that will need to be made are that SPEC and Archives is in ADMIN instead of RAIS. Journalism will be included in Specialized Libraries. New positions will be included in the allocation.
 - It was asked if needed exceptions to this standard would be considered, if requested. Yes, Deb supports travel and training as it is such an integral part of professional development and is essential for the promotion process.

Action: Kathy will make adjustments and get final numbers to LMT members.

Quiet Study Space follow-up

- It was asked if we will have dedicated quiet study space in Ellis.
- Discussion ensued about quiet rooms being room 201, 202 or 114.
- Anne Stanton was not able to answer the question about how often instruction will occur in the cast gallery area.
- RAIS agrees that 213 can be open in the evening and during the day when classes are not in session. 4D11 can be open as quiet study. Would like to use both 114A and 4D11 as alternative instructional space when needed. Will sign spaces when use is expected.
- It was noted that 201 and 202 will remain quiet study and we will post signs during cast gallery instruction that quiet space has moved to 114 during that time.
- The point was made that students self-police volume in 201 and 202 as Grand Reading Rooms command that environment.

Decision: It was determined that this will be brought to the Connections Team meeting.

201 and 202 furniture

- Campus has denied our request to refurbish the historic tables due to the extreme cost.
 - Therefore, due to the inability to maintain, these tables are considered to be at end-of-life.
- One suggestion was to invest in more modern moveable furniture for 201.
- We are waiting for them to add power in room 202 so the cameras for the cast gallery can be installed.

Zoom Room / Telepresence Room

- Shannon received some information about the Telepresence room in Ellis.
 - Abby O'Sullivan said Zoom Room is a preferred name, although it may be reconsidered by campus.
 - Functionality supports only Zoom, not Teams.

- It is known that current information is not reflected on the website, and we have been told that Dolt will be updating it in the near future.
 - System Administration will be using the room at some times, and we are also welcome to use the room when needed.
 - To reserve this room, invite **TelePresence MU Ellis Library 106A** to the meeting time.
-

Final Vacations

- LMT members mentioned dates for their respective final summer vacations.
-

Next Meetings

Aug 9 @ 2-3:30 LMT
Aug 23 @ 2-2:30 LMT
Aug 25 All Staff