

Library Management Team Meeting

Information and Action Items

Tuesday, August 23, 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Corrie Hutchinson
Chris Pryor
Ernest Shaw

Shannon Cary
Kelli Hansen
Support: Jacqueline Eiben

Vice Provost Announcements

- All Staff meeting is on Thursday.
 - UM Library Council following.
 - Sep. 1 is a home football game and we have been asked to allow staff to WFH to alleviate traffic congestion.
 - Salary letters are waiting for Campus HR/Provost office for final approvals.
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Quiet Study Spaces proposal

- Shannon sent a proposal to LMT. She wants to put it on the website.
 - 201 quiet
 - 202 quiet conversation
 - 114 quiet
 - 114A quiet conversations
 - Shannon asked for any objections.
 - It was asked how food allowances will impact these quiet levels.
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Decision: The proposal was approved.

Food in the Library Fall 2022

- Since food and noise go together, will food expectations correspond with noise expectations in these rooms?
- In the past we have allowed meals on ground floor, dry snacks everywhere else, covered beverages everywhere else. With the exception of SPEC had no beverages/no drinks.
- Covered drinks are okay everywhere except SPEC/Archives.
- It was suggested to limit snacks; no snacks in 114 or floors 2-4.

- It was suggested we limit food around the Cast Gallery except if we have events.
- Two food deliveries to the west desk this week were turned away.
 - With the exception of staff, no outside food deliveries are allowed except Get function at Bookmark Café.
 - It was suggested we send an announcement that if staff orders food, they need to be waiting for it at the door.

Decision: Meals are allowed on ground floor only, dry snacks are allowed in most areas and covered beverages are allowed everywhere except Special Collections, no snacks in 114, 114A, 201, 202 except by special permission for events, no food or drinks in SPEC.

Action: Shannon can work with Nav to update sensory maps.

- It was suggested we add signs at the north and west entrances to educate patrons.
- It was noted that we may need to add/remove trash cans to encourage/discourage food.

Action: Shannon will send message to all staff to wait by door for food orders.

- It was asked how study rooms are affected by the food rules.

All Staff

- Addressing Corrie's departure.
- Deb will summarize the new hires and explain replacement positions and new positions, then the order will be Deb, Corrie, Jeannette, Chris.

Next Meetings

Aug 25 All Staff
Sep 6 @ 2-3:30 LMT
Sep 20 @ 2-2:30 LMT