

# Library Management Team Meeting

## Information and Action Items

Tuesday, October 4, 2022

---

### *In Attendance*

---

Deb Ward  
Kathy Peters  
Jeannette Pierce

Kelli Hansen  
Chris Pryor  
Ernest Shaw

Shannon Cary  
Support: Jacqueline Eiben

---

### *Deb Announcement*

---

- Deb reported her upcoming vacation days during Thanksgiving and Winter Holiday and encouraged LMT members to determine their vacation time as well. Kathy will be Acting Director during these times.
- Monroe family donors would like to give Libraries a large statue before the end of the year.
  - Museum has mentioned they would like to establish a sculpture garden, maybe on the east side of Ellis. This statue could potentially become part of that vision by placing it on the northeast side of the steps.
  - Another idea would be to create space outside by pouring a concrete slab where the large tree fell on the west side.
  - Discussion ensued about different locations the statue can be stored until a permanent location is determined.

Action: Kathy will submit a PERF and contact Campus Facilities to determine next steps considering outside temperatures.

- After President Choi's visit, he connected with John Middleton for future planning. Matt Martens encouraged the Libraries to develop space planning efforts to prepare for potential projects.
- Deb would like us to do some collection analysis to get a better idea of the volumes Ellis will hold after the West Stacks renovation.
  - The cost of removing book stack space and replacing that with electronic resources in order to obtain more physical space, may not be apparent to most. The e-resources are more expensive than most people want to believe.
  - It was asked what types of information we need, what planning exercises do we need to do to get the information we need, it was noted that we will need to extract information from FOLIO. We may need to extract it from Sierra while we still have access to it, but we are no longer adding data to Sierra.
  - We also need space needs analysis: department heads have been asked what space do you think your function will require in 3 years? We should examine what space needs our patrons have and what do we want to carry over from the Shepley Bulfinch recommendation.

Action: It was suggested to bring the Shepley plan to Library Connections group for their input.

Action: Kathy will send out the Shepley Bulfinch plan and the ACTS relocation plan to LMT.

Information Item:

Deb reported that we have made an offer to hire an Advancement Support person to fill Jade Lemmon's role.

---

***Fall Check-In***

---

Facilities, IT, Specialized Libraries and RAIS representatives described difficult situations in their areas and solutions were discussed.

---

***Emergency Phone Tree***

---

- Kathy is working on updating the Emergency Phone Tree.
  - We need to determine employees who could receive Administrative Leave during emergencies.
- 

***Strategic Planning Thoughts***

---

- It was asked if we need to review our Mission, Vision and Values to assess how they line up with the Campus Strategic plan. We need to base our space planning on our projected services as they align with campus priorities.
- 

***Space Use Inventory***

---

- This year, campus wants to know the percentages of use of spaces which can differ from individual workload.
  - Kathy is asking Sheryl to pull from the MyVita numbers.
  - Kathy gave LMT a heads up that she will need some input for user spaces.
  - Oct. 31 is the due date for this inventory.
- 

***Signage Policy***

---

- Shannon sent out a Sign Policy and wanted feedback or approval.
- Shannon will take small issues to Sheila and bigger issues to LMT; disbanding the former Sign Task Force.
- Specialized libraries can follow this Ellis Policy but will also need to adhere to their building guidelines.

Decision: Sign Policy was approved.

---

### ***Request for Event Space from Museum***

---

- LMT has stated that we need to limit requests from outside groups to use Ellis Library as event space due to space and staffing concerns.
- The Museum requested the use of 115 Ellis for their Archaeology Day. Shannon proposed that we allow them to use 114A as an exception because the museum space is not available for use yet. She will make it clear to them that this is an exception.
- It was unclear if the Museums will have their own event space. Follow up: Yes, they will have event space for small events and will use Memorial Union for bigger events.
- It was asked if there was a facilities event clean up option that we could hire.
  - Campus has a contract, but it doesn't usually cover Ellis.

Decision: Shannon will schedule the Museum event in 114A, the no food policy will be observed, and ask them if their future space may contain event space.

---

### ***United Way event***

---

- The United Way event will be suggested to be in the Staff Lounge where meals are allowed.
  - United Way planning team will still coordinate with MULSA.
- 

### ***Driver and Van to support West Stacks Project***

---

- It was proposed to hire a driver to support Specialized Libraries deliveries.
- They would mainly support movement of materials from West Stacks Project from Ellis to UMLD.
- Duane and Kevin will cross-train so this position can cover with lunch hours and time off requests and have a larger scope than what was provided with outside movers.
  - We will need a new van with larger capacity to meet the need.
    - Kevin requested movement capacity of 30 tubs a day - 550 books per day.
    - Van will be purchased with plant fund moneys.
  - This will be a Union position and we need to keep that in mind when creating the position description.
    - Position start date will be April 2023 and extend the loading dock hours to 5pm
    - We still need campus approval and will use lapsed salary, not grant funding
    - It was suggested that this person be cross trained to shift materials on shelving.
    - Some problems occurred during the HSL move when outside movers were used, and it is hoped that the scope of this position could cover more help unpacking at UMLD.

Decision: This position and van purchase was supported by LMT.

Action: Kathy will create a position description and send to LMT for suggestions.

---

### ***Next Meetings***

---

Oct. 18 @ 2-3:30 LMT

Oct 20 @ 2-3:30 SAG

Nov 1 @2-3:30 LMT