

Library Management Team Meeting

Information and Action Items

Tuesday, November 15, 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Kelli Hansen
Ernest Shaw

Shannon Cary
Guests: Cindy C., Steven P.,
Rhonda W.
Support: Jacqueline Eiben

FOLIO Update

- Cindy Cotner, Steven Pryor and Rhonda Whithaus provided updates to FOLIO for LMT members.

Vice Provost Announcements

- Next week is Thanksgiving Week and Kathy Peters will be Acting Director.
- The first week of December the Libraries will have a heavy week of interviewing for two open positions.

IT Review for Recruiting CIO

- Deb has been invited to discuss questions regarding IT as they recruit the next CIO.
- Deb sent various questions
- Deb said our priority is to have the room to grow in the future.
- Ernest mentioned that as we were not able to replace employees caused us to lose institutional knowledge as well as made it difficult to recruit for employees who are at the level needed to move the institution forward.
- These concerns will make it difficult to meet our long term goals.
- It was suggested we will want to consider the support all the auxiliary departments will need for the Student Experience Center project.
 - Ernest noted that these departments will retain their own IT support.

Receiving Room and Safety Team Personnel Changes

- Duane's last day is Friday. He accepted a position in Campus Facilities that offers a tiered professional growth structure.
 - Kathy asked for suggestions for solutions to Duane's replacement especially regarding the mail runs.
 - Kathy will interview for the Space Planning initiatives tomorrow, who will be a back-up for the receiving room position.
 - Our facilities student will work on mail distribution.
 - Monique will be moving to MU HealthCare.
 - Larry will move to Head Safety Officer
 - We hope to hire one more officer to replace Larry.
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UVA Incident

- Active shooter concerns mount as incidents continue to increase, specifically recently involving an academic library.
 - Deb will discuss with Matt Martens to ensure we are promoting safety measures.
 - It was suggested that we offer an annual safety training for all staff.
 - Scenario training is extremely helpful.
 - We might consider training from MU PD.
 - It was mentioned that there are trainings on Percipio.
 - It was suggested we do a walk through of the building to ensure staff know where fire extinguishers, exits, light switches.
 - It was noted that Specialized Libraries don't have a safety team
 - It was noted that staff may believe that they will be told what to do instead of determining for themselves what they need to do in specific situations.
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Student Groups

- Shannon would like to know when we have visiting groups so that we can create a memorable experience to aid recruiting and retention.
 - Jeannette mentioned a few upcoming groups.
 - We get notices from the registrar's office for Ellis Auditorium bookings.
 - The Cast Gallery and Museum may also be bringing in groups.
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Next Meetings

Nov 29 @2-3:30 LMT
Dec 1 @2-3:30 SAG
Dec 13 @2-3:30 LMT