

Library Management Team Meeting

Information and Action Items

Thursday, December 15, 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Kelli Hansen
Ernest Shaw
Chris Pryor

Support: Jacqueline Eiben
Guest: Steven Pryor

FOLIO Report

- Steven gave a FOLIO report to LMT
- Discussion about fines now that we have transitioned to FOLIO and the need to continue communications with the Cashier's office ensued.

Decision: Jeannette will convene the fines working group.

All-Staff Agenda

- This agenda item was postponed for next meeting.
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Safety Training

- Faculty council's last meeting included a presentation from the director from Emergency Management for the UM System, Mark Diedrich, who spoke about emergency preparedness on campus, mostly dealing with natural disasters.
- [You Are the Help Until Help Arrives](#) is a good ½ hour training that was recommended at the meeting and also recommended by Kathy, who has taken the training.
- CPR/AED online training is a minimal fee and we have some staff development funding that can be used.
- It was noted that the departmental level is where this training needs to happen in coordination with each individual employee's office location in the building.
- It was suggested that a deadline can be given to the departments to complete some sort of safety training.
- It was noted that hearing the importance of these trainings at various meetings creates a culture of importance on safety and responding to disastrous events.

- Decision: Safety training will be promoted 1-2 min at All Staff, It will be followed up with a session at SAG. The final push will be in a Library Committee meeting to encourage departments to hold scenario based discussions pertaining to the locale of each employee in the building and followed up on by the Division Heads.
 - Action: Deb will forward training ideas to John Henry so we can have potential presentation at SAG in Feb or March, depending on what he already has planned.
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Strategic Planning Update

- A consultant provided a quote to encompass our entire vision for Strategic Planning.
 - Two other consultants were contacted to provide a quote. One offered no reply to our inquiry, and another did not have the capacity to assist us at this time.
 - Deb proposed a hybrid strategic planning process that included work from our Division Heads and would utilize select consulting services.
 - Some first steps are being initiated:
 - Next semester two questions will be examined by Library Committee to start collecting feedback: what does the library do well and in what ways can the library improve.
 - Division Heads are in the process of asking their departments where they envision themselves in the near future and what they need to accomplish those goals.
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Positions

- ACTS AUL position and Systems Librarian position will be posted soon.
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Zoum Room

- Ernest mentioned the custodial services were not paying attention to this room.
 - Additional discussion about the scheduling and door locking system were postponed for another discussion.
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Custodial Update

- Former ISS has been moved to a new company named Velociti.
- The intended protocol is for the contracted custodial company to provide custodial services to Ellis as well as a few other buildings on campus. When the contracted custodial company has shortages in staffing, campus custodians will fill in. Unfortunately, campus custodians are also experiencing a staffing deficit at this time.
- It was suggested that custodial issues be discussed at an all staff or SAG meeting.
 - Discuss expectations of contract would be helpful.
 - A brief historical view of past practices and how we came to be in this situation was encouraged.

- An explanation of who holds the contract and what is preventing them from fulfilling the contract would help us to understand the shortcomings while acknowledging that the custodial needs are still present.
- Kathy acknowledged our increase in gate count which will increase the use and therefore the need for more custodial services.
- Reporting to MULibraryAdmin email group is vital to tracking the need for services. These reports are emailed to Campus Facilities.

Minimum Wage

- Kathy sent information about the minimum wage increases and impact to library budget.
- Kathy recommends waiting until June 25 to increase the student wages to prevent excessive compression and maintain the structure we supported with staff raises in the fall.
- If we do increase student wages, it is recommended to increase by \$.85/hr.

Action: LMT members were encouraged to review information in the email and send thoughts to Kathy.

Next Meetings

Jan 10 @ 2-3:30 LMT
Jan 12 @ 1:30-3p All Staff