

Library Management Team Meeting

Information and Action Items

Tuesday, July 20, 2023

In Attendance

Deb Ward
Kathy Peters
Steven Pryor

Chris Pryor
Shannon Cary

Ernest Shaw
Guest: Matt Gaunt
Support: Jacqueline Eiben

Announcements from Vice Provost Deb Ward

- Welcome to LMT Jenny Thompson.

Action: Jacqueline will send the All-Staff Meeting slide template.

Assessment & Visioning Project Update

- Deb will be doing some work on the Assessment proposal and if there is any input from today's meetings, please let her know.
 - We may be able to start this project as early as September 1st.
 - Deb is eager to propose this to Matt Martens after some modifications.
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User Satisfaction Survey Update

- Jeannette noted that we want to address how we should distribute the results of the survey to All-Staff and Department Heads.
 - The Assessment Committee was asked to prepare a presentation for the All-Staff Meeting and will then share the report to everyone.
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IDEA Proposal follow-up

- The IDEA Proposal, presented by Taira at the last meeting, was reviewed with the intention that LMT weigh in on the Proposal for the Committee.
- It was asked what is trending with HR or University Communications in regard to Inclusive Excellence Plans.

- Discussion ensued as to what part(s) of the Proposal would be better for public distribution or used as internal information.
- It was suggested that we discuss this Proposal with Connections Team.
- It was asked if we can agree that we like these focus areas and if they can be embraced across Library Departments.
- It was noted that we may want to put a note at the top that indicates that the Libraries would stay in alignment with mission and purpose of the University.

Action: Deb and Kathy will bring the Proposal to Crystal

Action: Shannon will discuss with the central Office of Communications.

Food Policy Overall

- The current policy is that meals must be consumed on the ground level.
 - Food delivery services are being frequently used by patrons wanting meals in Ellis.
 - It was suggested that we open the food policy to all floors except Special Collections due to constant push back.
 - The custodians are doing a better job removing the trash overall.
 - The Sustainability Office is working with the Marketing Team to promote the correct use of the trio trash cans.
 - It was noted that we are unsure how this will be received in the quiet reading rooms.
 - It was suggested to start a campaign in the Library to encourage patron responsibility to keep the library beautiful.
 - It was suggested that we do bring this to ULSAC; if students want to consume food in the library if they would be willing to contribute some of the student fee to custodial services.
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Event's Team Proposal - food policy

- The Event's Team is discussing more guidelines to include on the new event request form as to what is allowed or not allowed.
- It was asked how often we are comfortable using 114 as an events space that allows food.
 - We have a special group that want to use this space with food a couple times per year.
- It was suggested that outside events be banned from future use if it is not returned to its standard condition.
- It was noted that we need to consider clean-up time if an event is scheduled right before a classroom instruction.
- It was noted that this room is functioning well as a hybrid room with group study and instruction.
- Our custodial issues have mostly resolved with the exception of weekend hours.
- It was suggested that 114A be closed along with the study rooms in the overnight hours and weekends.
- It was suggested that a statement like "food may be permitted but must be pre-approved" be included on the form.
- Temporary food permits will be required for use of 114A with food.

Decision: 114A will be closed at midnight -7am Friday-Monday for cleaning.

Action: Kathy will write up a proposal for individual group study room weekend closure and Jeannette will discuss with Cindy.

Lighting in IC2

- Many lightbulbs have burned out above the IC2 workstations.
- IC2 has metal grids that are hazardous to staff who change the bulbs.
- There is an intent to replace the metal grid in consideration with the single service desk plan.
- Replacement of three grids needs to be done before fall.
- the bulk of the project is replacing light bulbs and Campus Facilities does not physically have enough time to change the bulbs in the three remaining grids before classes begin.
- The rest of the project must wait until winter break when the computers and furniture can be moved out of the way, so that the grid and the light bulbs can be changed.
- Kathy is asking if they can remove the grids and just use the lightbulbs until we coordinate with the single service desk plan.

Facility update

- Group study rooms will have new adjustable tables, accessible door handles and new paint.
- Room 202 now has table lamps.

Next Meetings

Aug 8 @ 2-3:30p

Aug 22 @ 2-3:30p

Sept. 5 @2-3:30p