

Library Management Team Meeting

Information and Action Items

Tuesday, August 8, 2023

In Attendance

Deb Ward
Kathy Peters

Shannon Cary
Anselm Huelsbergen
Jennifer Thompson

Guest: Kelli Hansen
Support: Jacqueline Eiben

Announcements from Vice Provost Deb Ward

- Archives and Special Collections representatives with Deb have decided to rotate representatives for LMT meetings.
 - Kelli Hansen will rotate off and Anselm Huelsbergen will rotate on to LMT.
 - Deb gave an update on an Assessment and Visioning staffing that was under discussion.
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Family Friendly Needs Survey

- Kelli shared the visioning report from the Family Friendly Needs Survey from Faculty Council.
- Kelli highlighted the areas she thought applied to Libraries.
 - <https://mymodernmet.com/family-workstation-library/>
 - One idea was to work with DBRL to obtain materials like puzzles or board books that stay here and can be used by these parents.
 - The Juvenile
- Jeannette mentioned the vision for room Ellis 115 included a play space behind the old service desk.
- Here is another link for other libraries' initiatives:
 - <https://announcements.uncglibraries.com/2020/02/19/family-friendly-library-room-a-new-space-for-students/>
 - <https://www.libraryjournal.com/story/Academic-Libraries-Add-Space-for-Student-Parents>
 - <https://www.inside.iastate.edu/article/2021/08/26/familyroom>
 - <https://mymodernmet.com/family-workstation-library/>
- Shannon has been working with Megan and noted their previous discussion for youth materials in Ellis.
 - Our youth materials are moving from the West Stacks to the fourth floor East Stacks.
- Deb asked about the University day care who could bring their kids to that facility so parents could study in Ellis or any other function like Mizzou Rec, evening classes, evening meetings.
 - Jeannette also mentioned the facility under Extension as a potential partner.

- Another idea would be to use 114A as a flexible space on some days/times.
 - We might explore a proposal that included a station for someone to work as a supervisor of the space.
 - It was suggested that this be brought to the Connections Team for their input.
Action: Kelli will forward the report to Megan Ballengee.
Action: Jacqueline will add this topic to the Connections Team with Kelli as guest presenter.
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All Staff Agenda

- Deb proposed the All Staff agenda
 - Input was collected to add a West Stacks update with an additional idea to place an announcement in News Hub this fall.
 - It was proposed that we should include a vision of a charge for the Assessment and Visioning Committee; what is the timeframe 5 or 10 year plan.
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Committees Finalization

- IDEA Committee and the Undergraduate Research Project Committee obtained some volunteers for 2023-2025 membership.
 - These volunteers were presented to LMT.
 - Some former members were asked to continue for another year.
 - Jeannette read the proposed names.
Decision: This topic will be discussed at Division Heads next week.
 - It was discussed to reform Staff Development Committee and Faculty Lecture Series.
 - It was suggested that we invite Crystal to LMT to weigh in on our performance progress matrix tool.
 - We might want to review the charges for these committees.
Decision: It was decided that we will take this proposal for reinitiating these two committees to the Connections Team.
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Food Policy Update

- Kathy proposed verbiage of a formal update to the food policy .
 - The changes include allowing meals above the ground floor with the exception of when a complaint is made.
 - LMT members provided feedback for the policy.
 - Suggestions as to how to facilitate spill clean-ups were offered.
Action: Shannon will work on updating signs.
Action: Kathy will finalize the policy and have it updated on the website.
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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.

Web Team Update

- We have a new About Page.
 - <https://library.missouri.edu/about/>
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Streamlining Announcements of New Hires

- Announcements of New Hires can be in the supervisor's area, all staff or as a Gateway Announcement or MLA newsletter.
- The first announcement is All Staff and then Shannon will arrange an announcement with bios will be coming once they are on board.
- Discussion ensued as to how communications flow back and forth during the hiring process, which is not always exactly the same, to support the timely hire announcement.
 - The search committee chair can reach out to Crystal to see where a hire is in the process.

Action: Kathy will clarify with Crystal how she can get informed that a new hire has been approved.

Decision: Deb will email the search committee chairs that we have finalized a new hire so they can announce it to their search committee, direct supervisor and heads of departments to share with departments. Shannon will be copied for the announcement in News Notes.

Next Meetings

Aug 22 @ 2-3:30p

Sept. 5 @2-3:30p

Sept. 19 will need to be rescheduled