

Library Management Team Meeting

Information and Action Items

Tuesday, September 5, 2023

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Shannon Cary
Ernest Shaw

Anselm Huelsbergen
Support: Jacqueline Eiben

Announcements

- Today is Nicole Merzweiler's first day as our Continuing Resources and Cataloging Librarian.
- Library Committee - Carla Allen will be Chair and Terri Hall will be the Vice Provost's appointment.

Ellis Library Events Policies and Procedures

- Shannon sent an updated policy for events in Ellis Library.
- It was suggested that we update the website to be more visible for events, calendar, event form and policies and procedures document etc.

Assessment & Visioning project

- It was proposed to break apart the components for the Assessment Team, Marketing Team and Web Committee in this proposal to see what aspects our current groups can perform.
- The two Visioning items:
 - Metrics without quantification, like space, may be able to be addressed by the Assessment Team in the spring.
 - Documents from ARL and ACRL need to be addressed with a new group, possibly with a combination of LMT members and some department heads, to move into the visioning aspect of the project after the first of the year.
- Action: Further discussion will occur with specific groups for this proposal.

Dumbwaiter

- The dumbwaiter has malfunctioned to the point that it is not able to be used.
- The stair lift continues to malfunction as well and is not a good permanent alternative.
- This will cause the West Stacks project to pivot to another floor that is more accessible without the dumbwaiter.
- Otis is looking into what manufacturer can supply the broken gear.
- Some work will progress by moving the focus to the fourth floor east stacks.

Action: Sheila will notify her contact for the stair lift to let them know that we will be relying on that more heavily in the immediate future.

Annual letters

- Salary letters and contract letters have been distributed to University Libraries staff.
- If anyone has any questions or discrepancies, please contact Kathy Peters.

Next Meetings

Rescheduled: Wednesday, Sept. 20 @ 1-2p (shortened)

Tuesday, Oct 3 Moved to Oct 10

Tuesday, Oct 10 instead of Division Heads

Tuesday Oct 17 Cancelled

Tuesday Oct 31 @ 2-3:30p