

# Library Management Team Meeting

## Information and Action Items

Tuesday, January 9<sup>th</sup>, 2024

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### *In Attendance*

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Deb Ward  
Jeannette Pierce  
Chris Pryor  
Jennifer Thompson

Kathy Peters  
Shannon Cary  
Ernest Shaw

Steven Pryor  
Anselm Huelsbergen  
Support: Jacqueline Eiben  
Guest: Megan Ballengee

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### *Announcements and Greetings from Vice Provost Deb Ward*

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- Deb asked Kathy to update LMT on weather forecast; the pavement is not expected to drop to below freezing until after 8p when the library is closed. Security will watch the cameras as people leave to make sure they can report any hazards or assist any accidents.
  - Tomorrow will have temps above freezing by 9am.
  - Friday will be cold into the single digits.
  - If any areas need to be treated, please let Sheila/Safety Team know.

Action: Kathy will ask Campus Facilities for updated winter sidewalk priority maps. Staff will be able to use the maps to plan their winter weather routes.

- The elevator study meeting Deb attended this morning produced one agenda item for Space Committee meeting which will be cancelled, and the announcement sent in an email.
- In addition, the museums open in March, and there is discussion about adding two entrances to Ellis; through the museums and by building an external elevator.
  - It is estimated one substation with gates, personnel and cameras would cost \$75 thousand dollars in staffing for one year.
    - There are gates in Vet Med, Geology and HSL that could be moved to Ellis.
    - HSL will have a door counter and Ellis could consider using a door counter as well.
  - It was suggested the Assessment Team review statistics from peer libraries about gate counts and camera coverage.
  - We might want to add this to Library Connections team meeting or make a special task force to address.
    - It was suggested to add it to the end of the agenda so those not in Ellis can be excused.
  - Since it was a few years since Campus Administration reviewed a consideration of funding for gates, it was suggested we bring the gates discussion up for review again.

Action: This item will be added to LMT for discussion at the next meeting.

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## ***Proposal for Outreach & Engagement Committee***

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- Membership is now 8-12 members and length of membership terms are 1,2 and 3 years to start but after the initial start the commitment would be for 2 year terms.
- SPEC and Archives are now included.
- Our Community Engagement Coordinator and Public Health and Community Engagement Librarian are ex officio members.
  - Discussion ensued about having a Teaching and Learning member serve as ex officio as well, and it was approved.
- Membership, similar to other committees, would be on a volunteer basis.
- It was noted that, as a practice, members are not kicked off unless there is someone who wants to replace them.

Decision: This proposal has been approved.

Action: Shannon will put a call out now and Megan will make sure it gets put up on the web.

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## ***ClimateQual Update***

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- After a meeting with a ClimateQual representative last week participants are re-considering if it is a tool that will provide us with the information we desire.
  - How is the workplace working for you and technology support questions are not addressed as much with ClimateQual.
  - Small groups were so small with ClimateQual that their results were not able to be shared.
- Deb and Jeannette forwarded many positive responses from other institutions who have used the survey multiple times.
- Jeannette said the Assessment Team can revise the survey we were creating with James Hunter and the Employee Assistance Program at the University of Missouri.
  - Some specific clean-up measures that would need to happen were mentioned.
  - Continuing with EAP would ensure anonymity

Decision: We will work again with EAP on the internal survey creation.

Action: Deb will contact James Hunter to invite him to re-engage with the Assessment Team to complete this survey.

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## ***Peer Space Assessment Project Results***

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- Jeannette brought forward a peer institution space rubric comparing 7 peer institutions from the Assessment Team.
- Data from each institution was obtained in categories of creative, research support, display, population specific, study, teaching and learning, outdoor, food and relaxation spaces/services.
- Websites of these peer institutions were evaluated based on these categories.
- The Team made a summary to compare to University of Missouri Libraries.
- The next steps would be for the Assessment Team to send this data to these institutions to make sure we have the information correct and to ask some questions to help us understand their space better.

- This report be used to inform and support space related decisions at the University of Missouri Libraries.
  - One question asked was about the handling of Specialized Libraries
    - Specialized Libraries were included in the survey, but another step would be to contact the institutions to better understand their Specialized Libraries and the relationships to the main library so better comparisons could be made.
  - One clear outlier was data analysis and graduate student spaces but so far it looks like we are in line with national trends.
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### ***User Engagement Survey Departmental Responses***

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- Jeannette received the departmental responses.
  - They are available on the Connections Team under Departmental Responses.
  - There are some good ideas that we can implement.
  - Jeannette is creating a spreadsheet with goals that will be shared with LMT soon.
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### ***All Staff Meeting Preparation Update***

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- Matt Martens and Patrick Arens will be presenting at the All-Staff meeting.
    - Deb is anticipating an announcement from the Provost's office about the search committee members.
    - Deb will not participate in the group stakeholder meetings with All-Staff, LMT or Library Committee that have recently been scheduled.
  - Abbie Brown has been consulted about the Staff Development Committee's role in presenting the imagining sessions SDC will work with SAG to bring these discussions to staff this spring.
  - Tomorrow morning is the last meeting of the elevator study which will be mentioned at the All-Staff meeting.
  - Discussion ensued as to updates regarding the West Stacks project which may be mentioned at the All-Staff meeting.
  - Kathy mentioned that we will announce staff and librarians moving into more advanced roles in addition to new staff at the meeting.
  - It was mentioned that we could add a FOLIO, MOBIUS and Access Services update to the slides.
    - Steven will present a FOLIO report with any additional information items from Digital Initiatives.
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### ***Annual Report Reminder***

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- Shannon reminded LMT members to review the Annual Report from last year and respond with any suggestions for this year's Annual Report.
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### ***Next Meetings***

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Thursday, Jan. 11 @ 2-3:30 SAG

~~Tuesday, Jan. 23 @ 2-3:30~~ Rescheduled to 1.31.24 @ 1-2p  
Tuesday, Feb. 6 @ 2-3:30p  
Tuesday, Feb. 20 @ 2-3:30p  
Tuesday, March 5 @ 2-3:30p  
~~Tuesday, March 19 @ 2-3:30p~~ Rescheduled to 3.20.24 @ 1-2:30pm