

SAG Recording:

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Staff Advisory Group † **May 2024 Minutes**
2024-5-16
2:00-3:30pm

Presenters:

Deb Ward: Vice Provost for Libraries and University Librarian
Committee Reports: Committee Chairs
Staff Development Committee: Abbie Brown

Shannon Cary: SAG Chair | Jara Anderson: SAG Vice Chair | Nick Raines: SAG Recorder

Welcome: Shannon Cary

Admin Report: Deb Ward, Vice Provost for Libraries and University Librarian

- Update on University Archives, an easily overlooked department, but one that provides a unique and invaluable service to the University. This department works quietly in the background meeting their mission of preserving official records of the University. Deb spoke with Anselm Huelsbergen to put together some highlights.
 - For background, the mission of Archives is to preserve official high-level documents and artifacts related to the history of the university. Go to <https://muarchives.missouri.edu/about/> to learn more. Please note that Archives is a relative newcomer to the libraries as an organization, becoming a part of the libraries in 1991, a point that helps explain some space planning issues.

During the past year, University Archives has been busy with lots of reference and processing activities. Highlights include:

- ◆ the transfer of the Spec-MU collection. These items were transferred from Special Collections to Archives, as they were deemed more appropriate for Archives. Storage is in various locations. 220+ cubic feet.
- ◆ transfer of the original 1839-1920 meeting minute ledgers from the Secretary of the Board of Curators, with many thanks to ACTS for the phase boxes!
- ◆ processing of Art/Education Professor Larry Kantner's papers.
- ◆ reference work with MIZZOU Magazine, MU Publications, the Maneater, the Missourian, and Mizzou Visual Productions. Gary Cox is the contact for reference work, and he does a great job of fielding questions and providing answers from archival material.
- ◆ continuation of web crawls and electronic records capture, by Anselm.
- ◆ preservation scanning of the early working files of the Board of Curators' Executive Board.

Each year, Anslem is active in coordinating at least one meeting of the archivists on the four UM campuses, which is a noteworthy leadership role for him.

We have another retirement ahead: Gary Cox, after 21 years as public services archivist, is retiring in August. Gary has provided excellence in service, he has contributed to library and university committees, and he has been THE go-to person for anyone seeking content from the archives for many years. Gary, we thank you for your many contributions, your cheerful approach to daunting work, and we all wish you a long and happy retirement.

On May 6, we welcomed Sarah Mabee as Electronic Resources Strategist. Welcome to your first SAG meeting, Sarah!

Announcing four New NTT hires, marking completion of this cohort of hiring, all effective June 1. There are four of them.

- **1.** To prepare for Gary's retirement, we have hired a temporary archivist for FY25. **Haley Lykins**, who has done a stellar job working as temporary librarian for the Husni collection, will take on the position **Temporary Archivist** during the nation-wide search for the permanent public services archivist.
- **2.** We have made an expedited hire for **Ying Hu** in the Department of Digital Initiatives. Ying has proven to be an outstanding staff member, and she was a clear candidate for the position **Repository Services Librarian**. Due to our interest in her, HR recommended an expedited hire, which required a great deal of scrutiny from the Provost and Campus HR. After discussion with HR and Steven, the expedited hire had my wholehearted support, we conducted a professional interview, and Ying was approved as the successful candidate effective June 1. Ying will provide a presentation to the staff in June about her new role. Congratulations, Ying!
- **3.** The successful candidate for the national search conducted for the **HSL Data & Information Services Librarian** position is **Piper Brown-Kingsley**, who will begin on June 1. Thanks for everyone who participated in that search process.
- **4.** And, the last librarian hire to make its way through the national search process is **Gabe Harman**, who will begin the position **Journalism Librarian**, beginning June 1, again with input from all of you.

We are very proud of every one of our new hires, and we know they will help advance the work of the libraries in supporting our academic community. Congratulations to our new hires!

Successful Library Society event since last SAG meeting, in April. Friends of the Libraries Council meets this Saturday, May 18th. Thanks to Matt Gaunt, Nick Raines, Shannon Cary, Sheila Voss, and the Safety Team for assisting.

Last meeting of the year for Library Committee was held on April 29. Haley Lykins gave a report on the status of the Husni Collection.

Review of space planning status report, file attached: LMT has accepted my recommendation to disband the Libraries Space Planning Committee. Active planning groups will continue to work, with at least temporary reporting to LMT instead of the committee. Two areas, HSL and Archives & Special Collections have felt the greatest impact of our space-related issues over time. HSL of course, is being renovated, while in Ellis Library these issues persist with little funding over many years.

Special thanks to Anselm and Kelli and the Archives and Special Collections staff, for their patience and continuing work with us on these persistent issues. The root of the problem is that historically, Special Collections didn't receive the deserved attention until the early 2000's, and of course, Archives didn't even report to the libraries until 1991. It was easy to overlook their space needs, and now we're left with trying to give these two departments the attention required to give them spaces that truly do meet their needs. The most difficult aspect is the 4th floor access problem, and we hold out hope for the vertical lift.

One last announcement is that Deb received notification from NEH that our project has changed status from "Offered" to "Awarded." This is a big step for the project, and it makes it better for us as we change over leadership to Jeannette to have accomplished this step.

Ellis Library Facility Updates: Kathy Peters

- **Museums**
 - Safety team is posting an officer to cover the Museum Entrance on the Ground Floor
 - Museums are open Tuesday-Friday from 10AM-4PM, and on Saturday & Sunday from Noon-4PM
 - No backpacks, food, or drink is permitted in the museums.
- **Vertical Lift**
 - Feasibility study possibly moving forward to assess option of installing a vertical lift.
 - Provided the study moves forward, the ideal timeline is Aug-Dec for design, bidding in Jan, awarded in Feb, and construction would then take place next summer.
 - Funding is coming from Campus Facilities, who is responsible for the upkeep of the lift.
- **WiFi Upgrades**
 - DoIT is upgrading WiFi services across campus, and it is Ellis' turn for the upgrade.
 - After construction we will expect to see faster speeds, enhanced coverage, and better technology.
 - During construction, however, we will experience interruptions in WiFi services as the upgrades are implemented.

- **Security Cameras**
 - We will be replacing, upgrading, and adding more cameras throughout the library to increase security.
 - There will be coverage on some of the upper floors that have poor coverage or spaces that have almost no coverage.
- **Coffee Kiosk**
 - The Bookmark Café is in fact closed; however, there will be a coffee kiosk coming back to the library.
 - **We Will Have Coffee In The Fall!!**
 - This will be an outside vendor and not a part of campus dining.
 - Notify safety team if anyone notices someone unfamiliar behind the counter of the Bookmark Cafe

Committee Reports

- **Assessment Team:** Jeanette Pierce
 - User Satisfaction Survey
 - 441 completed submissions
 - Included over 1,083 comments
 - Peer Institution Space Landscape Project
 - Exploring other institutions to see how they use their spaces differently
 - Occuspace
 - Vendor provided solution to track the number in designated spaces in library buildings
 - Implemented at Ellis and first round of data will be examined this summer
 - Looking to implement in all information commons 1 & 2, Rooms 114, 115, 201, & 202.
 - Climate Survey
 - 73 complete responses
 - New Faculty Survey
 - Sent to 387 new staff that are new to Mizzou since the 2020 survey
- **Events & Exhibits Team:** Shannon Cary
 - Form is located on the staff webpage if anyone has an event they would like to host at the library
 - Questions on the form include space requirements, IT needs, food & beverage, etc.
 - Prefer events that are internal as we are not designated as an event space
- **IDEA Committee:** Gabe Harman
 - SAG Presentation
 - Intersectionality and how it applies to the workplace
 - Escape Room
 - For veteran students to get them more acclimated with the library
 - Button making program for National Library Week
 - Partnered with Megan Ballengee
 - LMT Proposals
 - Glossary of Terms to help make library language more accessible to patrons

- Pronoun Form for employees to request their pronouns be added to their new nametag upon hire
 - Upcoming plans include Inclusive Excellence Plan which is IDEAs strategic plan that will be brought to LMT as well as working on obtaining more resources for the libraries pertaining to neurodiversity in the workplace and accommodating for neurodiverse colleagues.
- **Marketing Team:** Shannon Cary
 - MU Info Submissions
 - There were 50 submissions this year
 - Most of these are workshops
 - Promoting workshop is a large part of how we advertise
 - Engage Calendar
 - Mostly for students
 - Allows the libraries to promote thing regularly on the MU Calendar
 - Social Media
 - Instagram reels
 - Newsletters
 - Cycle of Success Stories
 - Stories in which librarians or library staff have helped faculty, students, or community members to be successful with a project
 - Outside Presentations
 - Gabe, Jara, and Taira presented on social media at the St. Louis Regional Network
 - Shannon participated in a Macro Panel about Marketing to Faculty
 - Taira and Megan presented on a Macro Panel on Internal Communications
 - New Marketing Plan
 - Spells out marketing plan for the libraries and how we think about marketing moving forward.
 - Integrating a new campus wide branding plan
- **Outreach & Engagement Committee:** Megan Ballengee
 - Newly formed, still getting plans and goals in place
 - Charge of the committee is to improve outreach efforts across all libraries by planning a variety of engagements, projects, programs, and activities.
- **Staff Development Committee:** Abbie Brown
 - First year of re-formed staff development committee
 - Initiative to have discussions with MU library staff on issues related to various trends
- **Undergraduate Research Committee:** Jennifer Walker
 - Recognizes outstanding research conducted by undergraduate students at Mizzou
 - Contest opens around October
 - Students have until January 31st to submit their entry
 - Awards are \$500 and \$250 scholarships
 - Sponsored by Friend of the Library
 - Individual or Group Projects

- **Undergraduate Research Committee: Cont'd**
 - Must be research done using resources exclusively from Mizzou
 - 1st Place was a group project entitled *Explorative Materials and Sustainable Fashion in the Fashion Industry* by Rosie Johnson and Kaley Southard, both Juniors at Mizzou
 - 2nd place was an individual project entitled *A Symphony of Suffering: Exploring Masochistic Love in Lady Mary Wroth's 'Urania'* by Nina Schmolzi
- **MULSA: Ashley Granger**
 - Library Staff Association Activities
 - Host Thanksgiving Dinner
 - Holiday parties
 - Provide cookies and snacks for events
 - Raise staff morale
 - Courtesy chair that sends flowers and cards to staff
 - Maintains staff lounge
 - Self-sustaining organization
 - No library funding
 - Operates on income raised by the organization itself
 - Books the libraries don't use go to Better World Books who in turn provide MULSA with income
 - As a self-sustaining organization, MULSA has a constitution and bylaws and is in need of a full board of directors
 - Staff Lounge Board Member and Vice-President (rolling position) are currently vacant
 - Volunteers are always welcomed

Staff Development Committee Discussion on Ithaka Report

The next SAG Meeting will be on Thursday, September 19th from 2-3:30PM.
