

Library Management Team Meeting

Information and Action Items

Wednesday, April 16th, 2024

In Attendance

Deb Ward
Chris Pryor
Jennifer Thompson
Kathy Peters

Steven Pryor
Shannon Cary
Ernest Shaw
Anselm Huelsbergen

Support: Jacqueline Eiben and
Nicole Whyte
Guest: Taira Meadowcroft
Guest: Gabe Harman

Updates from the Vice Provost

- Deb requested input from LMT members for the Admin report of the SAG meeting.
 - Deb, Chris and Steven are on Deb's list for SAG Admin announcements.

IDEA Proposal: Glossary of Library Terms

- IDEA Committee created a template to give LMT standard information for future proposals.
- It was recognized that students may benefit from support in navigating academic libraries in person and on our website.
- Student Success Librarians and IDEA Committee members would work together to maintain this project.
- A similar project was undertaken at USC: <https://libguides.usc.edu/libraryterms>
 - It was suggested that we work with USC's librarians to replicate this LibGuide.
- It was suggested that library staff be included so that they can contribute to the content of this project.

Decision: LMT approved this proposal.

IDEA Proposal: Pronoun Nametag Proposal

- The IDEA Committee submitted a proposal for new employees to receive the option to include pronouns on their nametag.
- The Mizzou Brand Manager noted that we can get pronouns on nametags by including them in the identifier 1 or 2 location on the template.
- Kathy listed costs of creating new batch nametags for all employees.

- The financial impact for all staff to receive new nametags was noted as cost prohibitive at this time.
- It was proposed to create a survey to see how many current employees would like to include their pronouns on their nametags.
- Since Printing Services is no longer a resource for the University, moving forward, we will work with approved outside vendors.
- The nametag templates provided by MU Brand and Identity were reviewed.

Action: Shannon will work with Mizzou Branding and Admin Staff to create a workflow for obtaining nametags for new employees.

Decision: LMT approved Name Badge Option C for future employee name badges.

<https://identity.missouri.edu/apply-the-brand/print/nametags-badges/>

Decision: LMT approved this proposal.

Gates Update: museum entrance and self-check machines

- It was shared that a workstation was selected for use at the Museum Safety entrance.
- This proposed station can be
 - branded with the Libraries Logo
 - includes wheels and locking capability to maintain PC security.
 - will be staffed during evenings and weekends by a full-time safety officer.
 - will be located on the landing at the ground level stairwell near the museum entrance.
- A quote is being obtained to include power, wall paint, and data lines to this area
- Bibliotheca quote is \$14K for a gate.
 - They will need to sink the wires for this gate and we are still waiting on that part of the quote.
 - Our current gates are too close together and it is recommended to space them out 18 inches from metal objects.
- Self-Check Stations are another option for this museum space as well at the west entrance.
 - At this time we are working on getting our current self-check set up with FOLIO.
 - It was noted that the Self-Check Station will be a more inviting option for patrons to check out materials.
 - It was suggested that safety team could potentially be called on to help with circulation problems with the self-check machines if located at the museum entrance.

Action: This item will be discussed at the next LMT meeting.

Next Meetings

Tuesday, April 30 Cancelled

~~Tuesday, May 14 Celebration of Service~~ Rescheduled to Monday, May 13 - 3-4:30pm

Tuesday, May 28 - 2-3:30pm