

## Library Management Team (LMT) Meeting

5/13/2024 at 3:00 pm

Attendees: S. Cary, A. Huelsbergen, K. Peters, J. Pierce, C. Pryor, S. Pryor, E. Shaw, J. Thompson, D. Ward

Guest: James Hunter, Director of Employee Assistance Program

Support: N. Whyte

### James Hunter – Work Climate Survey

Deb welcomed James Hunter who is working on climate survey report and thanked him for his work.

James thanked group for contracting with EAP to explore work climate in Libraries. 73 survey responses were collected. For each section of survey there are quantitative scores as well as qualitative comments. Although results are in, James said this meeting is just a start. The results contain so much information that multiple conversations may be needed over time to understand complexities and plan interventions suggested by data results.

Two main documents: Interpretative guide discussed today, and then climate survey report will be sent by James on Thursday around noon.

Quantitative data: James calculated composite scores for each category of survey. The interpretative guide document can help inform appropriate intervention points. With feedback collected on a 5-point scale, a score of 3 might be a good intervention marker.

Qualitative data (individual reflections): It was debated whether James should summarize the qualitative remarks rather than LMT members seeing each individual remark. Although remarks were submitted anonymously, they could possibly be attributed to units or even individuals given LMT's internal context. Protecting anonymity is a priority. How can we best ensure each remark is heard and given appropriate weight while balancing confidentiality? Data could be presented with an emphasis on overall trends to protect privacy. **Action: Discussion will be ongoing to decide whether individual remarks will be delivered to LMT members or not.**

### Deb Ward – Meetings through end of May

As Deb approaches retirement date, we're making efforts to wrap up calendar items. Recurring one-on-one meetings are being cancelled at this point, but we can still add a meeting if issues arise that require discussion. **Action: LMT members should reach out to Jacqueline or Nicole if a meeting is needed.**

### **Kathy Peters – Gates/Museum/Self-Check**

Museum is now open for business. As of yesterday, inside door to that space is open and Ellis Library security officer is assigned to monitor area. Museum is open Tues – Fri (10 AM – 4 PM), and Sat - Sun (noon - 4 pm). Closed on Mondays.

Recruiting is underway for new security officer to be dedicated shift lead on permanent basis by fall.

Door opening needs to be an all-staff announcement. **Action: Shannon will send announcement that door will be open during museum hours.**

### **Kathy Peters - Bookmark Café**

Bookmark Café is closed for summer and will no longer be a Campus Dining establishment. Four vendors are currently vying to occupy the space. There will be a change in management when it reopens in fall. **Action: Shannon will send announcement that café will be reopening in the fall with a new vendor.**

### **Deb Ward – Space Planning Committee**

Recently completed status report was attached and discussed. HSL renovation is on track to completion. Two issues still in play are NEH and vertical lift study. Deb will walk through status report at SAG meeting on Thursday to let everyone know where space-related projects stand. **Decision: Deb recommended, and LMT approved, disbanding the space planning committee until new Vice Provost starts. Action: LMT will assume reporting and decision-making role in the meantime.**

### **Kathy Peters and Ernest Shaw – Improvements to WiFi**

Kathy reminded group that wireless upgrades will take place this summer. Ernest suggested that start of intersession would be good timing and asked if group had objections regarding the timing. No objections were raised. **Action: Ernest will send announcement to all staff that Telecom will start replacing access points in Ellis Library next week.** Staff hopefully won't notice significant drops in service during the transition but may see workers on ladders. First round of work will be in Ellis Library and then other Libraries will receive the upgrades a little further into summer.