

Library Management Team (LMT) Meeting

5/28/2024 at 2:00 pm

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

Support: J. Eiben, N. Whyte

Deb – Update on final tasks before retirement

Deb provided an update about the Interim Vice Provost of Libraries situation. An official announcement will be issued soon.

With Deb being unavailable for parts of this week, Deb proposed Jeannette should be considered Acting Director in Deb's absence to provide reassurance that leadership is in place.

Action: Deb will email LMT and ask them to let their department heads know that Jeannette will be Acting Director in Deb's absence from now until the interim Vice Provost role becomes official next week.

Paperwork was filed with OSPA to switch leadership for the NEH West Stacks Renovation project from Deb to Jeannette. Deb advised that a formal revised timeline and request for extension will still need to be submitted to granting agency. Deb thanked team for their contributions and said project is in good shape.

Kelli Hansen accepted position at Cornell effective early September. **Action: Conversations will begin soon regarding how to best get Special Collections ready for Kelli's departure.**

Jeannette – Update on Climate Survey

James Hunter will create a version of the survey report that generalizes comments into themes and highlights areas of opportunities for improvement. To protect respondent confidentiality, LMT members will not see individual comments.

Kathy – Budget overview

As we prepare for FY25, Kathy walked group through the working budget as of April 30th and explained budgeting process.

Unavoidable costs that may be higher than expected include: Leave rate benefit that was added mid-year, collections inflation, loss of revenue from shared operations budget. Spending power decreases with inflation but we will be supported by the Provost's office to offset collections inflation. Other factors to consider include desire to raise Librarian salaries closer to ARL minimums, and upcoming Fair Labor Standards Act minimum changes for exempt staff.

Recently filled positions include: Electronic Resources Strategist (Sarah Mabee), Journalism Librarian (Gabe Harmon), HSL Data & Information Services Librarian (Piper Brown-Kingsley)

Repository Services Librarian for Digital Initiatives (Ying Hu), and Temporary Archivist (Haley Lykins).

Kathy received approval to preserve funding for facilities projects that we're not able to fully spend by June 30 (example, Journalism door), so those funds can be safely carried forward. Engineering door is on list of upcoming projects for possible consideration in FY25.

The budgeting process includes Kathy plugging all information into budgeting software and calculates what actual budget might look like for FY25. Budget goes to Board of Curators for review.

Reminder: Performance evaluations for staff need to be completed by June 14th but sooner is better.

Haven't received salary & wage guidelines from campus yet. Evaluation ratings plus S&W guidelines from campus will determine merit increases.

Travel budget will likely stay flat for next year.

Student wages will increase on June 23, 2024. Will likely be \$12.30 for Level 1 students and \$12.45 for Level 2 students.

Action: Kathy will prepare travel budgets and student budgets and send them out when ready.

Chris is estimating return to full operations/grand re-opening for HSL in January, or possibly a soft open in December. Chris is looking into implementing 24/7 operations to coincide with grand re-opening in January, but more planning is needed to determine if feasible.

As this is Deb's last LMT meeting, she expressed appreciation for this strong team and best wishes going forward.

Next LMT meetings: June meetings are scheduled for 6/11 and 6/25.