

Library Management Team (LMT) Meeting

6/11/2024 at 2:00 pm

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

Support: N. Whyte

Jeannette Pierce – Interim VP updates

Jeannette welcomed group to first LMT meeting since Deb's retirement. It was great to see official announcement about Kara Whatley's appointment as vice provost for libraries and university librarian effective October 1, 2024. Jeannette has been in email correspondence with Kara, and she is excited about coming to Mizzou.

Jeannette's schedule will take her away from the office in a few weeks: ALA conference June 28 – July 1, back in the office July 2 and 3, and then out for the July 4 holiday and scheduled vacation, returning July 15. Jeannette will be available via email and text for emergencies and will assign Chris or Jenny to serve as onsite Acting Director while Jeannette is out. Kathy will also be in the office while Jeannette is away, and business will run as usual.

Merit/ePerformance will be a priority over the next few weeks. We are still awaiting S&W guidelines from campus. Information is being gathered in preparation for guidelines to arrive and Jeannette will work with Division Heads, Kathy and Crystal Schilling on implementation of merit increases.

Action: Kathy will send S&W guidelines out to group as soon as they are available.

Another priority is to request reclassification of two full-time LIA positions to Library Specialists.

Current job openings in Libraries include a full-time shift lead security officer, and the head of Ellis circulation position to replace Burt. Jenny is currently interviewing part-time LIA candidates for Acquisitions. An LIS Sr. position for Engineering will be posted soon and Chris will be posting an LIS position for Health Sciences later in the summer. Steven said Digital Initiatives will need a new staff member in the next few months.

A big recruitment effort that will likely need to wait for the new VP's input will be replacing Kelli's position in Special Collections. Anselm has agreed to continue serving on LMT (Kelli would normally rotate on in July). Thank you to Anselm for staying on LMT for now. **Action: Jeannette will work with Kelli, Anselm, and others to plan for the fall.**

West Stacks project will continue to be a priority though the summer with first official report due to NEH in July.

An upcoming project for Jenny, Kathy and Jeannette will be to examine interlibrary loan funding and expenditures.

Jenny added that another upcoming project could be de-duping UMLD materials. Project proposal will go to UM Council this summer.

Kathy Peters – Performance/progress reviews (there was an attachment for this topic)

Kathy walked group through the Performance Progress Tool. This tool was provided by Crystal Schilling and helps managers assess job performance and skill levels while taking experience and time in position into account. Scale runs from Novice up to Libraries Master. It takes a lot of time for supervisors to accurately categorize employees using new progress tool but is good to have the added documentation when recommending wage increases.

Action: Kathy will continue to update the salaries spreadsheet in preparation for making merit decisions.

Action: In preparation for fall Librarian contracts, Kathy will begin updating appointment dates and will send draft contracts to AULs for them to review before finalizing renewal letters for fall.

Kathy Peters – Student Workers

Kathy asked for final FY25 student budget requests to come in by the end of this current week. For any requests coming in higher than projected, Kathy will consult corresponding AUL for advice. There is a little flexibility in the budget for a few more student hours, but we must realistically balance having enough coverage without running overbudget. Student wages will increase on June 23. Work-Study program, Bobeen funds, help from Engineering will all be considered to help keep student-worker costs within budget.

Kathy Peters – Travel Budget

Kathy emailed out FY25 travel & training allocations on May 28. Registrations and other expenses for FY25 should be held until July 1 if possible so they will hit the correct year's budget/mocode.

Kathy Peters – Facilities Projects

Kathy asked LMT members to review facilities-related projects (email sent out 6/11).

Action: Let Kathy know if anything needs to be added or corrected.

Steven Pryor – FOLIO update

Last-minute fixes have been implemented. Single sign-on is working today, testing has been performed and plans are in place to go live with MOBIUS tomorrow, 6/12.

Chris Pryor – Journalism door update

Door has not arrived yet; currently looking at a late-summer installation. Journalism Library will suspend in-person operations for about 2 weeks during installation. Staff will be housed in other specialized libraries or work remotely. If door gets delayed further, Chris will move project to December in order to keep Library fully open during fall semester. Chris has started discussions with HSL to see what the re-opening will look like and possibility of having a 24/7 study space.

Ernest Shaw – old Ellis security camera job

Kathy said she forwarded an email update to Ernest. **Action: Ernest will follow up with campus to see if he can get the project moving.**

Ernest Shaw – Telepresence room

There has been discussion of the telepresence room/Zoom room possibly being turned into classroom or lab space if it's deemed underutilized by campus. It is unclear how much authority Libraries have over the room, but Ernest is an owner on the room's calendar. It's not technically Libraries' space and we don't have a good sense on how often it's used. Kathy said students have been using it as a group study space. Ernest asked for opinions on how that space should be used, and Ernest will start a conversation with Campus IT to express Libraries' needs for that space.

Action: LMT members should express ideas/thoughts about the telepresence room so that Ernest can convey our needs to campus.

Next LMT meetings:

6/25 at 2:00 pm

(7/9 meeting is canceled)

7/23 at 2:00 pm