

## **Library Management Team (LMT) Meeting**

09/03/2024 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 – VP updates**

#### **Head of Special Collections Position**

- The position description and justification for the Head of Special Collections are being finalized and will be submitted for approval as soon as possible.
- The search committee is being confirmed and details will be shared once permission for filling the position is granted by the provost office.

#### **Kara Whatley coming onboard 9/16**

- Kara plans to meet with her direct reports twice a month initially, with the possibility of reducing the frequency later. Watch for meeting invitations from Nicole as she starts to organize logistics for Kara's calendar.
- An onboarding Excel sheet is available on the LMT team site for suggestions on groups Kara should get to know, listservs to join and other onboarding details.

#### **Coffee with Kara**

- Scheduled for September 16th at 9:00 AM in the 104 Ellis Administrative Suite.
- LMT members will bring food items for the event, and a sign-up sheet will be circulated to avoid duplicates.

#### **Kathy Peters - Safety team uniforms**

- Concerns have been raised about the new safety team uniforms, particularly the badge and the overall police-like appearance, which may be unwelcoming to library users.
- The discussion expanded to include the broader role and expectations of the safety team.
- Potential for developing a patron code of conduct.
- We will want to bring Kara in on the conversation.
- Kathy will prepare a presentation for the Staff Advisory Group (SAG) meeting on September 19th.
- The presentation will cover the history of the uniform discussion, the current role of the safety team, and the training they receive.

**Action Items:**

- **Nicole:** Circulate a sign-up sheet for the Coffee with Kara welcome event.
- **Kathy:** Prepare a presentation for the SAG meeting on September 19th.
- **Chris:** Coordinate with Kara regarding the grand opening event for the Health Sciences Library in January.
- **All LMT members:** Review the onboarding Excel sheet and add any relevant activities for Kara.

**Next LMT meetings:**

~~9/17 at 2:00 pm (canceled)~~

10/1 at 2:00 pm