

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

12/03/2024 at 3:00 pm

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

Support: N. Whyte

### **Strategic Planning Task Force**

Kara drafted a charge for the Library Strategic Planning Task Force. Proposed membership includes representation from librarians, archivists, and staff. Steven Pryor was proposed as co-chair. Commitment is estimated to be 5-6 hours per month, with some months requiring more time for activities like student listening sessions. A timeline document from Sarah Cohen at Big Questions Collaborative was shared for reference. **Action:** LMT members should review draft charge and provide feedback on membership and representation. Kara will finalize task force and send email requests to co-chairs and members.

### **Remote Work from Another Country**

HR is developing a formal process for requesting remote work from another country, using the university-level travel request form in the eCompliance portal. Export Control staff on campus will assess and approve requests. Concerns include data security and MU equipment use especially in high-risk countries. Supervisors should approve requests internally before the form is submitted. Final approval will rest with HR, IT, and Export Control. **Action:** Await further updates from HR on the formalized process.

### **Winter Break Leave on Timesheets**

Winter break leave is now populating in leave banks in myHR. Timesheet code WBL can be used between December 26th and 31st, with December 25th and January 1st as paid holidays. Biweekly employees must manually populate their timesheets with WBL hours, while monthly employees will see automatic population. Reminder that winter break is intended to be restful, with no work expected. **Action:** Supervisors should ensure time approvals are completed by 5 PM on December 24th. Any units with employees working during winter break must notify Kathy for reporting to campus operations.

### **Inclement Weather and Emergency Closures (Kathy)**

Recent inclement weather led to an early closure of Ellis Library on Sat Nov 30<sup>th</sup>. Full-time staff had to use PTO for the hours lost due to the closure, as admin leave was not approved. HR policy requires the University President to approve closures before admin leave can be granted. Provost level approval is not enough. Advocacy efforts are underway to include

weekend/overnight closures in HR's admin leave policy. **Action:** Supervisors should be flexible with part-time staff to help them make up lost hours.

**Head of Special Collections Interviews (Jeannette)**

Presentations are scheduled for two candidates. CVs will be added to the calendar appointments. Jeannette will send out feedback surveys on the Fridays that the candidates depart campus.

**Internet Outage (Ernest)**

A brief unplanned outage occurred due to firewall issues. IT is working with the vendor to resolve the problem and expects new hardware soon.

**Sierra Transition (Jenny)**

Jenny said the ACTS team is ready to transition off Sierra in December. Specific data and processes that did not transfer to FOLIO have been identified and shared with the team. Notification to company about ending the contract on December 31st has been sent by Steven.

**Next LMT meeting is scheduled for Thurs Jan 9 at 2:30 PM**