

Library Management Team (LMT) Meeting

4/15/2025 at 2:00 PM

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

Support: N. Whyte

Kara Whatley / VP updates

Kara proposed closing Mizzou Libraries to the public for the afternoon on Thursday, May 22 to free up staff to attend two events:

Celebration of Service (In-Person Lunch)

- Proposed to occur on May 22 around noon – 1:30 pm.
- Available budget: Approximately \$1,600 for catering could be provided by Admin office.
- Responsibilities delegated to Shannon Cary and events team in collaboration with MULSA. Social activity like conversational bingo could be planned and MULSA president may want to say a few words.
- Gifts for staff being celebrated.

Strategic Planning Retreat (Virtual meeting featuring Sarah Cohen)

- Retreat over Zoom; May 22 afternoon session around 2:00 pm – 4:00 pm. Allow time for staff to travel from Celebration of Service back to their office in time for virtual meeting. Will take the place of the regular SAG meeting.
- Opportunity for staff to hear about strategic planning and provide input.
- General agreement on the closure was reached by group, with follow-ups needed for specific locations.

Library Operating Hours Adjustments

- **Proposal:**
 - Close at 5 pm before holidays.
 - Adjust intersession hours to 10 am - 7 pm daily, aligning with weekend hours, to reduce staffing costs.
- **Welcome Week:** Revert to traditional hours (7:30 am - 7 pm) to accommodate events and student presence.
- **Winter Break:** January 2nd proposed as a staff "clean-up" day, closed to public; Provost consultation required.
- **Decision:** All LMT should review proposed changes and provide feedback.

Staffing and Benefits

- Goal to allocate funds for hiring three new LIS positions, providing tier-one level services at Ellis West Desk.
- Shifts in staffing and hours aimed to balance budget and improve full-time, benefits-eligible staffing.

Performance Evaluations and Merit Increases

- Adopted the updated ePerformance rating scale:
 1. Does not meet expectations
 2. Meets some expectations
 3. Meets expectations
 4. Exceeds expectations
 5. Substantially exceeds expectations
- Decision to discontinue previous internal rating scales and adopt university-wide standard.
- Merit increases: Instructions and budget pending from HR.

Building and Facilities Updates

- Proceeding with vertical lift installation project for accessibility improvements; completion projected into September.
- Temporary closure of certain spaces during installation; noise management and communication plans required.
- Food and drink policy to remain unchanged due to cleaning and noise concerns.

Development and Fundraising Updates (Matt)

- Successful recent donor visits:
 - \$2,000 donation for professional development.
 - Major gift anticipated for Digital Media Innovation Lab instruction space.
 - Naming gift discussions progressing for new writing and research space.
- Importance of project prioritization emphasized for effective donor interactions.

Event Updates

- MU Remembers event successfully held; positive feedback noted.
- Library Society event scheduled soon; preparations in place.
- Undergraduate research recognized, including new student-run research journal hosted by library.

Action Items:

- Confirm and communicate May 22 closures and events (Nicole Whyte).
- Provide feedback on proposed hours changes (All LMT).
- Discuss January 2 clean-up day concept with Provost (Kara Whatley).
- Coordinate event details for Celebration of Service (Shannon Cary, MULSA).

- Proceed with vertical lift project logistics and communications (Kathleen Peters, Shannon Cary).
- Finalize and implement new ePerformance scale and related merit review processes (Kathleen Peters).

LMT Strategic Planning meeting is scheduled for Fri 5/2 at 10:00 AM.