

Library Management Team (LMT) Meeting Minutes

Date: September 16, 2025

Time: 2:00 PM

Attendees: S. Cary, M. Gaunt, E. Shaw, K. Whatley, K. Peters, S. Pryor, J. Pierce, J. Thompson, M. Candelaria (Zoom)

Support: G. Mooney

1. Staffing & Personnel Updates

- **Language & Literature Librarian:** Search concluded; committee report in progress.
 - **Office Support Associate:** Three strong candidates interviewed; references being checked (Kathy). Offer expected soon.
 - **Health Sciences Library:** Two additional candidates scheduled for interviews for the HSL Director position.
 - **Journalism Library:**
 - Gabe's last day was 9/16.
 - Edward McCain (former Digital Curation) hired part-time through December.
 - Gwen Gray will support collection development and business reference until Jennilyn Wiley arrives in November.
 - **ACTS:** Nicole Merzweiler resigning end of September; no farewell event per her request. Jenny considering restructuring the role to support serials more comprehensively.
 - **Temporary Staffing:** Michaelle Dorsey to support Ruth and Sharon's unit for ~6 months to build internal capacity.
 - **Health Sciences Library Openings:** 1.5 positions open; no interviews scheduled yet. Current staff covering hours, but weekend coverage may be impacted.
 - **Safety Team:**
 - Larry Dietzel leaving for Centralia Police (last day: Sept 22).
 - Internal succession plan in place; public search will occur for final vacancy.
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2. HR & Policy Updates

- **Merit Letters:** Distributed and filed.
- **Compliance Training:** Not mandatory this year except for onboarding and specialized roles.
- **Offboarding Process:**
 - Emphasis on badge/key/software access, retirement/insurance guidance, and email access.
 - Employees must be advised to contact HR regarding benefits and COBRA.
 - LTS needs to know if departing employees are also students (affects access).
 - Courtesy and unpaid appointments need review due to potential costs (e.g., background checks, compliance).
- **Attendance & Leave Policy:** HR recently updated our [Attendance & Leave Policy](#), HR-107.
 - “No call, no show” = no notice within 3 hours of shift start.
 - Tardiness = 6 minutes late.
 - Advance notice for PTO = 48 hours for leave; must be approved beforehand.
 - Time entry should be daily.
 - Departments responsible for tracking and verifying time; university will not monitor.
 - Deadline: February 1 to finalize library-wide time tracking and leave policy.

3. VP Updates – Kara Whatley

- **24-Hour Building Access:**
 - Planning needed for staffing and seating capacity around Reading Day.
 - Safety team coverage for extended hours is a concern.
 - Campus Facilities estimates 110-person capacity without tables; unclear how to add 30 more chairs.
 - Traffic patterns before and after Reading Day must be considered.
- **University Leader’s Retreat:** Scheduled for Sept 30–Oct 1 in Westphalia.

