

Library Management Team (LMT) Meeting

8/12/2025 at 2:00 PM

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

Support: N. Whyte

Welcome and Announcements (Kara)

Food in Ellis Library space

LMT group reviewed current Ellis Library food policy: [Ellis Library Food and Drink Policy - Policies - Library Guides at University of Missouri Libraries](#). Main topic: Clarification of event food policies.

Question: Can internal library staff events include food without administrative approval if they use approved food vendors and clean up afterwards, including wiping down tables?

Caltech's example was shared: A wizard form with checklist for food/alcohol handling.

Concerns: custodial issues, policy enforcement, use of GRA funds, temporary food permits.

Reminder that Library space is for Libraries and its tenants. Outside units should be directed to Unions for reserving event space.

Outcome: the current food policy is considered sufficient overall but needs a few additions and reminders.

- Update the event request form to include Q&As about approved food vendors and requirements to tidy up and request extra garbage cans if needed from Sheila's team.
- Reestablish policy expectations around usage of food during internal events.
- Reinstate communication around permitting and responsibilities.
- Add language to indicate repeated failure to follow rules may result in denial of future room use.

Events Coordination and Staffing

- Proposal: Office Support Associate (not yet hired) will serve as point person for library events.
- Purpose: Improve coordination for logistics (furniture, IT, catering, signage, etc.).

- Responsibilities will include:
 - Serve as administrator for event forms and calendars.
 - Centralize event communications and logistics.
 - Coordinate communication with relevant support units (Sheila's team, IT, etc.)

Space Reservations and Room Usage

- Decision: Room 202 and 201 will be designated quiet study spaces.
- Quiet study = no food; meals allowed only on the ground (1st) floor.
- Signage will be updated to reflect these changes.
- Enforcement challenges acknowledged (e.g. food policing)

Committee Assignments

- Staff Development Committee:
 - Majiyabo Yacim
 - Gwen Gray
- Undergraduate Research Committee:
 - Rachel Brekus (Chair)
 - Seth Huber
 - Megan Ballengee
 - Noel Kopriva
- Outreach & Engagement:
 - Ying Hu
 - Amanda May
 - Haley Lykens
- Organizational Business & Administration (OBA):
 - Janet Hilts

Committee updates to be communicated via internal channels and News Notes.

Capital Campaign Update ("Ready to Roar") presented by Matt

- University-wide effort to raise \$2 billion over 9 years.
- Libraries' tentative goal: \$20 million.
- Launch weekend set for September 4–6.
- Friends of the Library Council training on September 4 at 2:30 p.m.
- Volunteer and leadership reception (tailgate-style) on Thursday evening.
- Friday open house events at Ellis and Missouri Theatre include:
 - AI literacy and teaching (w/ peer navigators & College of Ed.)
 - Showcases from:
 - University Archives (historic materials digitized)
 - Digital Media & Innovation Lab (featuring \$100k donation)
 - Kinder Institute collaborations (MU/KU Rivalry, U.S. 250)
 - Interactive opportunities for visiting alumni and supporters.
 - Black and gold (semi-formal) gala dinner on Friday night.
 - Saturday: MU vs. KU football game, with donor hosting opportunities.

Development Strategy

- Emphasis on cash gifts over gifts-in-kind or legacy gifts (estate plans).
- Targeted fundraising for:
 - Technical staffing for open scholarship (~\$500K/year).
 - Collections modernization (e-resources, digitization).
 - Graduate Research Assistant (GRA) tuition waivers (~\$25k–\$50k gifts).
 - Facility enhancements and shared spaces with partners (e.g., Engineering, Arts & Science, Vet Med).
 - Community, donor engagement via distinct libraries (Vet Med, Health Sciences, Engineering).
 - Professional development & retention initiatives.
 - Endowed roles, possibly the University Librarian position.

Health Sciences Library Director Search Update

- Four candidates identified for campus interviews and schedule coordination is in progress.
- Noted positive impact of HR's full-cycle recruitment on candidate pool quality.

Infrastructure, Collections, and Systems

- Portico cancellation discussed.
- JSTOR digital platform adoption may include Portico as a bundled option.
- Shannon and Jenny to ensure timely cancellation to avoid duplicate payments.

Additional Notes / Wrap-up

- All-staff meeting feedback: This morning's meeting was heavy on details and ran out of time for Q&A; staff encouraged to ask follow-up questions via Teams. Future all-staff meetings will leave more time for Q&A.

Next LMT meeting is scheduled for Tue 9/2 at 2:00 PM