

LMT Meeting Notes – January 20, 2026

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

Support: N. Whyte

Guidelines for Use of Ellis Library Web Page (Shannon)

Shannon shared that the web team developed a simplified public-facing guidelines page for Ellis Library, focusing on clarity and ease of understanding. Links to detailed policy decision documents were included. Discussion included how to handle flyer permission forms (**decision:** retain physical forms), and a conversation about signage for Room 114A events. The group discussed creating reusable signs to notify patrons of temporary noise.

Student Survey Results (Shannon)

Shannon presented results from a student-led marketing survey (36 participants). Primary finding: students feel uninformed about available library services. Discussion included strategies such as targeted table tents, study room signage, expanded tabling, and using small incentives. Kara shared outreach examples from NYU and Caltech. The group discussed MU policies and using quick two-question awareness checks.

MULSA Participation (Shannon)

Shannon reported MULSA's tax status has been resolved, enabling financial activities to resume. MULSA needs more staff engagement, especially for officer roles (**action:** LMT, encourage your units). Discussion centered around Better World Books workflows, volunteer recruitment challenges, and whether Friends of the Library volunteers could support book scanning and sorting. LMT agreed MULSA provides a valuable service, and they will encourage employees to participate.

ArchivesSpace for Special Collections and Archives (Marian)

Marian summarized vendor quotes and emphasized ArchivesSpace's value for unifying finding aids, improving discoverability, and reducing user confusion between Archives and Special Collections. Kara noted Aeon might not be necessary at this time due to cost. Discussion also covered workflow implications, cataloging links, use cases for graduate assistants, and integration with digital library objects. The target implementation period is Fall 2026.

Search Updates (Marian and Jeannette)

Instruction & Exhibitions Librarian campus visits are scheduled for Feb. 5, 10, and 12. Journalism Librarian candidates will interview Jan. 28, Feb. 2, and Feb. 6.

Electrical Outage Updates in Ellis (Kathy)

Kathy explained that construction requires tracing four major power conduits under the stairwell area. Controlled outages (trial-and-error testing) will occur early morning. Bookmark

Café may experience brief interruptions. Stakeholders and ABM have been notified (**decision:** proceed). Building expected to open normally at 7 a.m.

Emergency Preparedness Review (Kathy)

A fire alarm was triggered on 1/15 due to construction team removing dust caps from sensors. Evacuation proceeded well overall but some hesitation near the west entrance was reported due to cold temps outside. Supervisors should continue reinforcing evacuation procedures. Library will request a key to the fire panel to streamline future incident response.

Access Between Ellis Library and Ellis Auditorium (Kara)

Discussion revisited recurring patron confusion about how to reach Ellis Auditorium. The proposal: keep the connector door unlocked during business hours once a key-card system is installed. No gates will be added. Accessibility limitations remain for people unable to use stairs. Tentative launch: Fall 2026.

Copilot/AI Discussion (Kara)

Kara summarized a Microsoft-led session about Copilot capabilities. The free version embedded in Office apps is limited; the paid version can analyze files across OneDrive, SharePoint, Outlook, and Teams. Uses include inbox summarization, task extraction, and document synthesis. Privacy controls exist. The group expressed interest in piloting the paid version for ~8–9 staff including interested LMT members. Estimated cost: ~\$216 per user annually. (**action:** Nicole, send mocode and list of participants to LTS).

Process for Systems Enhancements (Kara and Ernest)

Ernest and Kara proposed creating a structured process for staff to request system improvements (e.g., Folio enhancements). LMT would likely evaluate and prioritize requests. Further discussion will occur at next meeting (**action:** Nicole, add to next agenda).