LMT Meeting Notes – February 3, 2026

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

Laptop Vending Machines

IT plans to purchase additional laptop-vending machines. They are interested in using FOLIO for checkout consistency across locations. Aligning loan rules and policies will ensure a unified student experience.

Actions:

- **Kara & Ernest** to schedule a meeting with IT to discuss shared policies, FOLIO use, and loan periods for laptops.
- **LMT members** to anticipate potential impacts on workflows and bring concerns to Kara as needed.

Attendance Policy – Interpretation & Next Steps

Crystal's review concluded the LMT-drafted interpretation document constitutes an alternate attendance policy, requiring higher-level approval since it would be a different policy from rest of campus. Crystal advised *not* submitting an alternate policy. The group discussed the value of shared interpretation, supervisor clarity, and managing unplanned absences under PTO.

Actions:

- **LMT members** to review the attendance policy with their units and clearly communicate expectations.
- **Unit heads** to follow up with written recaps (email or Teams) to document those expectations.
- **LMT members** to report challenges or recurring issues so the team can reevaluate the need for an alternate policy later.
- **Kara** to consider whether to escalate the alternate policy for higher-level approval despite initial guidance, pending further LMT feedback.

Recognition Awards Proposal (Staff & Librarians)

The team discussed instituting an annual recognition program inspired by K-State Libraries. Options included monetary awards, professional development funds, or mixed approaches. Discussion included taxation concerns, donor funding (Strautman funds), and distribution models.

Actions:

- **Kathy & Kara** to consult HR to determine requirements for taxable vs. non-taxable award structures.

- **LMT** to gather limited staff input (2–3 representatives) on preferred award types, for example monetary, dinner/lunch out, or tickets to True/False.
- **Kara, Kathy, and Matt** to draft a proposal for an FY27 launch, aiming for rollout at a fall All-Staff meeting.

Process for Requesting System Improvements & Enhancements

There is no current structured intake process for staff to request system enhancements. LMT discussed creating a formal mechanism (e.g., form-based intake), criteria for prioritization, and transparency around project status. Automation concerns and staff trust were also noted.

Actions:
- **Ernest** to draft an initial intake form including required information (project description, user story, impact, urgency).
- **Ernest & Kara** to outline proposed prioritization criteria.
- **LMT** to review the draft process when Ernest brings it back.
- **Unit heads** to identify potentially automatable manual workflows during conversations with teams.

CliftonStrengths – Department Bright Spots & Future Use

Units are being asked to identify their "bright spots" as part of follow-up to CliftonStrengths training. Interest was expressed in expanding the program to additional units with budget considerations.

Actions:
- **Kara** to upload the CliftonStrengths report to the DMG channel.
- **DMG members** to discuss their department's "bright spots" at 2/4 DMG meeting.
- **Kathy** to determine funding available for extending CliftonStrengths assessments to additional units in FY27.
- **Kara** to consult with Dan (facilitator) regarding recommended ongoing exercises or follow-up ideas on how to use insights gained from CliftonStrengths.

Administrative Stipends for Librarians

Admin stipends have now been applied to librarians with supervisory roles, separating them from base salary. This aligns with campus practices and supports flexibility when individuals change roles.

Actions:
- **Kathy** to work with HR to correctly separate stipends from base salary in the HR system.
- **LMT** to revisit stipend structure in future years and determine if adjustments are needed for equity or workload changes.