

Library Management Team (LMT) Meeting Notes – September 1, 2026

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

Support: N. Whyte

1. Updates from the Vice Provost (Kara Whatley)

LMT participation and organizational planning

Marian and Anselm asked not to be routinely invited to LMT unless their participation is specifically needed. The arrangement will be tried for a semester because their units need additional staffing and it is difficult for them to step away for LMT meetings.

Division Heads have also begun discussing possible organizational changes in light of two unfunded AUL positions.

FY28 budget outlook and priority setting

Kara reported that the university anticipates a decline in state funding in FY28 as temporary federal COVID-era funds are depleted. The Provost has not announced a hiring freeze or requested budget-cut models at this time, but units were advised to consider what spending could be deferred or eliminated if funds are reduced.

Kathy reported that current expenditures are approximately 44.3% collections and 55.7% personnel and computing expenses. Budget spreadsheets are under construction and expected to be distributed when ready.

Organizational Culture and Leadership class project

Eleanor Farnen of the Novak Leadership Institute proposed using Mizzou Libraries as the organizational “lab” for a fall course project. Student teams would conduct ethnographic research on three areas: faculty support, student services, and space use and culture, particularly in Ellis Library. The Libraries would receive a report on organizational culture and communication practices.

LMT members saw potential benefits in supporting student learning, increasing positive visibility, and obtaining information that could inform ongoing organizational and DMG discussions. Questions included what access students would need, whether library users as well

as employees would be included, and whether students might observe meetings, service desks, workshops, or events or conduct interviews and focus groups.

Concerns included possible staff discomfort with observation and the need to protect sensitive discussions. Kara will seek clarification about the project's scope and access needs. Jenny and Jeannette volunteered to join Kara in a follow-up meeting with Eleanor.

Climate survey

LMT discussed repeating the internal staff climate survey approximately three years after the prior survey, consistent with the commitment made at that time. Most questions could remain unchanged for comparability, while a small number that did not work well should be revised or removed.

The prior survey has continued to inform work such as promotion and ranking discussions. Members also noted that a new survey could inform union negotiations on topics such as workload balance, workspace, work roles, and work-life balance. The Assessment Team may begin reviewing the prior questions and preparing recommendations for later review. LMT agreed that the survey should move into the team's work plan; the timeline was not finalized.

AI hub concept

The Libraries are exploring an AI hub for students, potentially within Teaching and Learning or the Digital Media Innovation Lab. The concept is intended to create a community where students can engage with AI-related learning and activities.

Kara and Jeannette are discussing the concept with Nav, the faculty AI fellow. Cindy Dudenhoffer will serve as the Provost Office faculty fellow for AI, creating a possible campus collaboration opportunity. LMT will receive updates as the concept develops.

Ellis Library generator and space planning

Kara reported on a discussion with museum representatives Marie Hunter and Candace Sall about fundraising for a backup generator for Ellis Library. The group also discussed possible overlap among museum storage, preservation and conservation, Special Collections, and Archives.

Friends of the Library fundraiser

The Friends of the Library will hold a fundraiser on October 22 from 6:00 to 8:00 p.m. at RJI. LMT members were encouraged to attend, particularly the AULs; complimentary tickets will be available for Libraries staff who are asked to participate.

The event will support open access initiatives and will feature Paul DeFigueiredo speaking about the importance of open access publishing. Potential uses of proceeds include support for a read-and-publish agreement, JSTOR Path to Open, or an article processing charge (APC) fund for graduate students or early-career faculty.

Invitations are expected to be distributed soon. Kara plans to promote the event through a Provost newsletter and outreach to deans and department chairs. Corporate sponsorships are also being pursued, and LMT members may share sponsorship suggestions or contacts with Matt Gaunt.

2. Family Study and Lactation Room Guidelines (Jeannette Pierce)

LMT reviewed draft guidelines for the Family Study Room and upgraded Lactation Room. The rooms are adjacent on the second floor of Ellis Library and are intended as an initial model that can generate feedback for future family-support spaces. Members emphasized the importance of partnering with Mizzou families and increasing awareness of the rooms.

The Family Study Room capacity language was identified as potentially confusing because it described the room as designed for one adult and one child while also allowing no more than two children. The wording should be clarified, and “rooms” should be corrected to “room.” The group reaffirmed that children under 14 may not be left unattended in library spaces.

Kathy will verify the locations of diaper-changing tables so the guidelines provide accurate directions. The rooms were not yet ready for use; completion may occur after Thanksgiving, although the schedule depends on ordering and Design Services work.

3. Comp Time Requests and Calls for Volunteers (Kathy Peters)

Kathy reviewed the Libraries’ practice of providing comp time in lieu of overtime when a supervisor has approved additional hours in advance. Comp time is typically earned at time and a half, is banked for later leave use, and represents a financial liability because unused earned time must be paid if an employee leaves the university.

Approved uses have included defined business needs such as physical processing backlogs, emergency service-desk coverage, and potential staffing for 24/7 operations near the end of each semester. Exceptional personal circumstances may be considered case by case, but approvals should be specific, limited in duration, and made in advance.

LMT agreed that the business case should come first. For ordinary volunteer opportunities, hourly employees should speak with their supervisors about flexing their regular schedules rather than requesting extra hours or comp time. Events seeking authorization for overtime or comp time beyond pre-approved circumstances should be submitted to LMT in advance.

LMT members noted the need for clear written guidance so a denial of last-minute extra hours is not interpreted as a supervisor's opposition to volunteering. Jeannette will speak with supervisors about making opportunities and coverage options more explicit when requests are made in advance. Calls for volunteers should include schedule-flexing language.

4. Staff Lounge Phone (Kathy Peters)

The staff lounge phone is failing and costs approximately \$20 per month. It was originally installed to give employees a private place to make personal calls, but it cannot receive calls or place long-distance calls, and usage data are not available.

LMT members will ask within their departments whether anyone still uses the phone and email Kathy with responses. LMT will then decide whether to remove or replace it.

5. Health and Safety Dispensers in Ellis Library (Jeannette Pierce)

LMT reviewed a proposal for three Wellness Resource Center-supported resources: a sexual health product dispenser, a Narcan dispenser, and a Tiger Toolkit containing basic-needs items such as toothbrushes, toothpaste, deodorant wipes, and similar supplies. The resources and refills would generally be provided at no ongoing cost, with the Libraries responsible for installation costs and a one-time \$18 cost for the Tiger Toolkit tote.

The Tiger Toolkit would likely be kept behind a service desk. Before implementation, staff should confirm whether eligibility must be limited to students; the current understanding was that items could be provided to anyone in need.

Kara supported placing the Narcan dispenser near the automated external defibrillator outside Room 115. To provide privacy, sexual health product dispensers were suggested for first-floor restrooms rather than next to the Narcan dispenser. No concerns were raised during the meeting, and Kara indicated support for paying installation costs.

Decisions and Action Items

Responsible	Action
LMT	Identify other major equipment or spending priorities and track costs avoided when items are not replaced.
Kara	Clarify the scope, participants, observation plans, and access needs for the student ethnography project.
Jenny and Jeannette	Join Kara for the follow-up discussion with Eleanor Farnen.

Assessment Team	Begin reviewing the previous climate-survey questions and prepare recommendations for LMT review.
Kara and Jeannette	Continue discussions with Nav and campus partners about the AI hub concept.
Kara and Kathy	Meet with Shelly Vincent-Masek regarding Ellis Library space planning and the generator concept.
LMT members	Attend the October 22 fundraiser if available and share potential corporate sponsor contacts with Matt.
Jeannette	Clarify Family Study Room capacity language and correct “rooms” to “room.”
Kathy	Verify diaper-changing-table locations for accurate inclusion in the room guidelines.
Kathy	Distribute or update written guidance on comp time and volunteer scheduling, including advance-approval expectations.
Jeannette	Discuss volunteer coverage and advance planning with supervisors.
LMT members	Ask departments whether the staff lounge phone is used and email responses to Kathy.