

Library Management Team (LMT) Meeting Notes – September 22, 2026

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

Support: N. Whyte

Updates from the Vice Provost (Kara Whatley)

Graduate student space pilot: Kara highlighted positive results from the graduate writing program and the use of dissertation-writing spaces, based on information provided by Bailey Boyd.

Kara will follow up with Bailey about forming a graduate student focus group to identify preferences for space, furniture, and amenities.

Potential pilot locations discussed included Ellis Library rooms 4D11 and 202 and the open portion of the recorded sound area. Considerations included access control, current use, furniture, lighting, the odor in 4D11, and possible long-term renovation and fundraising. Jeannette will explore available usage data for room 202; Kathy and the safety team may also need to assess potential safety impacts.

Travel training: Kara will propose a MULAC travel-training session to address questions about Concur and the travel request process.

Title IX refresher training: Annual full Title IX training is no longer required, but Andy Hayes recommended a refresher for Libraries employees. Nicole will schedule the training for November.

Headsets and Phone Switchover (Ernest Shaw)

Ernest reported that most employees who currently use physical phones will move to Cisco Webex Calling integrated with Microsoft Teams. The first transitions may begin in October, although the full timeline was not yet known.

Teams-compatible headsets should also work with the new calling system. Departments should consider purchasing headsets for employees who need them, including those who need privacy in shared or open workspaces.

Keycard Reader Conversion (Kathy Peters)

The university is replacing keycard readers with devices designed to support physical cards and mobile credentials. The software must also be converted before mobile credentials will work.

A brief building-access shutdown will be needed to complete the software conversion. Kathy is coordinating with Jon Roberts. The conversion will likely occur on a weekend morning.

The rollout to the specialized libraries and the final approach for staff credentials were not yet clear. Staff mobile credentials may require an additional license and use of the GET app. Kathy will seek clarification on licensing and costs.

Microsoft Software License Renewal

Kara reminded LMT members to renew any needed Microsoft software licenses by September 25 and to remind employees in their areas.

Reference: [Action Required: Renew your Microsoft software license by Sept. 25, 2026](#)

Mandatory Compliance Training

Employees must complete the assigned Electronic Data Protection and Campus Emergency Alert training courses by October 2.

LMT members were asked to encourage employees in their areas to complete both courses by the deadline. Kara noted that completion affects eligibility for a salary increase next year.

Reference: [Complete assigned mandatory training by Oct. 2](#)

Office Supplies, Snacks, and Event Refreshments (Kathy Peters)

Kathy reminded the group that the administration office no longer keeps a large inventory of office supplies on hand. Each unit should designate someone who knows where unit supplies are stored and how to request additional items.

Designated contacts may use Show Me Shop or work through an existing shopper or One Card holder. Kathy will coordinate new or refresher training as needed. LMT members should email Kathy the name of their unit contact.

Advance notice is needed for supplies, snacks, and event refreshments.

ARL Public Engagement Survey (Jeannette Pierce)

Jeannette is completing the ARL public engagement survey, which is due September 30. Members should send her examples of Libraries' work that engages or supports communities beyond the university.

Action Items

Action	Owner
Follow up with Bailey Boyd about a graduate student focus group.	Kara
Explore usage data for room 202 and continue assessing possible pilot spaces.	Jeannette / Kathy
Propose a MULAC travel-training session.	Kara
Schedule Libraries Title IX refresher training.	Nicole
Coordinate the keycard software conversion and clarify mobile-credential licensing and costs.	Kathy
Renew needed Microsoft software licenses and remind unit employees.	LMT members
Complete assigned mandatory compliance trainings and remind employees.	All employees / LMT members
Send Kathy the name of each unit's designated office supply contact.	LMT members
Send Jeannette relevant examples for the ARL public engagement survey.	LMT members