

Library Management Team (LMT) Meeting Notes – October 13, 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)

Kara provided an update on vacant positions and current hiring priorities. Approximately five positions are being prepared for the upcoming position review committee agenda. Priorities include LIS Senior positions in ACTS because of retirements and reassignment, as well as safety team vacancies affecting overnight coverage.

The LIS Sr position in DMiL will not be filled immediately. The current plan is to use salary savings to engage a consultant to develop a new Libraries website, likely using LibGuides as the content management system. The Libraries may recruit for an LIS Senior position with increased content responsibilities at a later date.

Kathy Peters raised the need to identify a consultant and determine whether an existing university contract could be used. Ernest agreed to investigate available contracts or vendors. If none are identified, Kara will contact MARCOM about possible resources.

Monthly Mizzou Libraries Update Meeting

The first monthly staff update meeting is scheduled for Thursday, October 15th. The group agreed on a three-item agenda:

- OpenAthens update – Mara Inge
- Mobile credentials for Ellis Library doors – Kathy
- Annual Enrollment reminder, including the October 26 opening date – Kathy
[Annual Enrollment Information](#)

Jenny Thompson would like to provide a collections budget update at a future monthly meeting.

Library Policy Review

Kara noted that many policies listed on the Libraries website are outdated. She plans to review the list to determine which policies should be retired, which should be updated, and which internal policies should be removed from the public website. Discussion included:

- After-hours use of the Federal Research Data Center is governed by an agreement with the Census Bureau that is reviewed annually and may not need a separate public policy page.
- The MERLIN Advisory Committee policy may be a candidate for retirement.
- Internal materials, such as employee computer-use and staff-lounge policies, should be considered for relocation to a staff-only site.

Staff Teams and SharePoint Organization

The group discussed using the MU Libraries All Staff Team and its SharePoint site as a staff web/wiki for internal information. Potential content includes staff policies, committee charges and rosters, meeting minutes, travel information, task-force materials, building information, calendar links, and other staff resources.

The group agreed that committee and task-force minutes and final products should be accessible in one shared location rather than being limited to members of separate Teams. Some committee work areas could remain restricted, while minutes and final materials would be open to all staff.

The group also discussed whether some existing Teams should instead become channels within the All-Staff Team. Ernest noted that the current Teams structure does not always make administrative sense and can prevent appropriate organization-wide access.

Further planning is needed to establish categories and a folder structure so the site remains organized and does not become a general “junk drawer.” Suggested categories included policies, committees and task forces, travel, buildings, and staff resources.

Training in Teams and SharePoint was identified as a useful topic for the next in-service workday. Ernest suggested asking campus training staff to provide a session tailored to the Libraries once the intended use and structure are clearer.

AI Hub / Co-Lab Initiative

Kara outlined a developing plan to establish a student-focused AI community in the Digital Media and Innovation Lab. The initiative, currently referred to as either an AI Hub or AI Co-Lab, would connect students with AI-related help, workshops, and campus resources rather than attempting to provide every service directly through the Libraries.

- Graduate students may be hired to serve as AI consultants for students, with possible financial support from the Graduate School.

- Librarians and campus partners may offer workshops on specific uses of generative AI. Future programming could use the training area planned for the Steve and Mary Jane Smith Digital Media and Innovation Lab.
- Kara is considering moving an LIS Senior position from the Engineering Library into the lab and requesting temporary student-fee support for a Student Success Librarian for Emerging Technologies.
- Longer-term funding may be explored through the campus Google public-sector partnership.

The group discussed the name of the initiative. “Co-Lab” was favored by some because it emphasizes collaboration, while “Hub” emphasizes the Libraries’ role as a connector. The peer navigators may be asked to gather student input through a survey or informal feedback.

Student Engagement Updates

Kara shared that the peer navigators will travel to Chicago November 13-15 to visit the libraries at Northwestern University, Loyola University Chicago, the University of Chicago, and the University of Illinois Chicago. The visits are part of their work to envision the future of Libraries spaces and services, primarily at Ellis Library, while also identifying ideas that could apply to other locations.

Kara also plans to meet with graduate student workers from the Writing Center to discuss their library, space, and service needs. The discussion will help inform future planning and updates to the student vision document.

Additional Business: Phone Transition (Ernest Shaw)

Ernest reminded the group that the university phone transition would occur overnight, with service moving on October 14 to the Cisco Call app in Microsoft Teams. Webex must be installed and running in the background to make or receive calls. IT will assist staff with the transition and address issues as they arise.

The group discussed a librarian’s request to discontinue both the physical phone and university phone number and rely on Teams chat and email. Members did not identify significant concerns as long as the employee remains reachable in a timely manner. Ernest confirmed that the employee can remain listed in the directory without a phone number and that a new number could be ordered later if needed.

Decision: The group was comfortable trying this arrangement for the librarian.

Action Items

- Ernest will investigate whether the university has an existing contract or known vendors for website consulting and accessibility work.
- Kara will contact MARCOM about website consultant resources if Ernest does not identify an existing option.
- Nicole will send out agenda for Thursday's update meeting
- Kara will review the public policy list and identify policies to retire, update, or move to a staff-only location.
- Nicole will add Teams/SharePoint training to the next in-service workday planning list.
- Ernest will explore arranging a Libraries-specific Teams/SharePoint training session with campus training staff.
- Jenny will prepare a collections budget update for a future monthly staff meeting.
- The peer navigators may be asked to gather student feedback on the name of the AI initiative.