

LMT Meeting Information and Action Items

Tuesday, September 12, 2017

In Attendance

Ann Campion Riley
Deb Ward
Anselm Huelsbergen
Pat Jones

Corrie Hutchinson
Jeannette Pierce
Kathy Peters
Shannon Cary

Sheryl Cullina
Jacqueline Rash

Sign Shop

- Sign Shop employee no longer works at MU so we have a delay in the timeframe.
 - We should be back on track in 3-4 weeks.
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Maintenance Personnel

- Barring a background check, our new Maintenance employee will begin soon.
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Travel Form Feedback from MULAC

- MULAC reviewed the travel form and provided feedback:
 - That LMT publish an annual report with information about who traveled where;
 - That a LibGuide on the new form and travel process be put together by the Welfare and Professional Development Committee, in consultation with LMT;
 - That at least one training and information session be held when the new travel form is introduced;
 - That clearer information about how much money will be available for funding (possibly including the percentage cuts to travel referenced in President Choi's recent email about new budget guidelines);
 - That an extension of the September 15th deadline mentioned in recent LMT minutes be granted, so that the form can be presented, trained on, and implemented for use this fiscal year.
- Discussion ensued about travel policy / procedure training options available on the campus and Libraries levels.

Action: Ann will draft a letter about travel recommendations this year.

Action: Kathy will compile the previous year's travel information.

Action: Sheryl will make a list of campus funding opportunities.

Action: Corrie and Jacqueline will revise the form.

Decision: New deadline Oct. 10th

Depository Addition

- Ann has a meeting with Heiddi to let us know for what the Libraries will be responsible.
- Funds for moving and some up front costs
- Current lease expires April 2018.
- Anselm asked about options for Special Collections / Archives department materials.
 - Ann confirmed that there is definitely space to accommodate this request.

Action: Kathy will look up what date we are required to provide termination notice.

Ithaka

- Specifics about what groups of students and faculty will be surveyed are being considered.
- We can pick up to three additional modules to be asked.
- Survey will be anonymous.
- Ithaka will manage contact with participants.
- Our Management Team will send out messages to encourage people to complete the survey.
- Survey will go out in October.
- Provost and the Graduate School know that we are doing these surveys.

Action: Jeannette will let us know the date the surveys will be distributed, once determined.

Nametags

- We will order magnetic nametags for full time and part time staff.
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Messages from the Vice Provost

- Please send Ann any messages to be included in the Messages from the Vice Provost.
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Next LMT

- September 26th, 2:00 p.m. - 3:30 p.m.