

LMT Meeting Information and Action Items

Thursday, November 9, 2017

In Attendance

Ann Champion Riley
Anselm Huelsbergen
Dana Houston
Deb Ward

Corrie Hutchinson
Jeannette Pierce
Kathy Peters

Shannon Cary
Sheryl Cullina
Ernest Shaw
Jacqueline Rash

Updates from Ann

- The Board of Curators will be voting on our depository expansion at Friday's meeting.
- The Lower Level Ellis planning group is making good progress.
- A space planning focus group to address what is our next step with depository addition will be created.

Action: Please send Ann 2 names of member nominees for this large scope space planning group.

- Notification of LMT members taking vacation days during Thanksgiving Break week was requested.
 - Discussion on awarding vacation days to employees between Christmas and New Year's Day may be discussed at the next Board of Curator's meeting, if time allows.
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MU Alerts

- The spring Building Coordinators Meeting was pushed back and MU Alerts will be included in the Dec. meeting agenda.
 - Chief of Police met with Ann, Kathy, Shannon and Dana to discuss protocol.
 - Things will be changing as to how the University communicates with us and how we communicate with the patrons.
 - If your computer is interrupted, it means it is an active threat, active shooter or weather alert.
 - We will be required to do training to know what terminology to use and actions to take.
 - Discussion ensued about the value of online and in person training.
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Emergency Phone Tree update

- Updated phone tree was distributed.

Action: With no other updates, Sheryl will distribute.

Link Resolver Review Committee recommendation

- Recommendation is to move from 360 link to Ebsco full text finder.
 - Cons discussed:
 - Can complicate the fact that we get MARC records through Serial Solutions.
 - One concern is that we will move from Serial Solutions while the other system libraries stay.
 - There is more back end work to do.
 - Aside: We need to decide if we will roll over the 360-link resolver in Jan.
 - Pros discussed:
 - Corrie thinks other campuses will join us in moving from Serial Solutions.
 - We will save a good amount of money.
 - Patrons will see changes immediately instead of waiting 24 hours.
 - HSL is on board with the transition.

Action: Corrie will consult with Law library.

Decision: Approved as long as no hesitations from Law library exist.

Action: Ann will bring it up at the next Library Council meeting and ask Corrie to attend.

FY 18 raises

- Raises have been communicated to those receiving raises.

Action: Ann will send an email that those who received raises this year have received their letters.

Distribution of trespass information

- Previous LMT discussion concluded that Trespasses apply to all libraries.
 - Some complications to this decision is that University Libraries, including specialized libraries, do not receive much, or any, information from MUPD or other department's security offices.
- Additional suggestions are that we receive:
 - Immediate details to all staff by email and posting to a password-protected report, linked to our staff website. Information should include name, date, picture, trespass timeframe, with directive to contact Security and do not take other actions.
 - Sensitive, fuller info. will be available to LMT on a password-protected report, linked to our staff website.

Action: Ernest will create a password-protected access and online report for security to submit the Trespass Reports for LMT full access.

SWOT analysis

- Ann provided handouts. More discussion will occur at our next meeting.

Planning materials

- In the near future, we will be asked to fill out our portion of the Campus Strategic Plan.
- Will have a special meeting for this discussion.

Action: Jacqueline will work with Ann to set this meeting date.

Chancellor's visit

- Visit from Chancellor Cartwright to the Libraries went well.
 - Chancellor is interested in Special Collections.
 - Supportive of Depository expansion.
 - Understands Journal problem, seems to support the Provost's decision to provide financial support.
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Friends of the Libraries

- All are welcome to attend the next FOL meeting on Sat Nov. 18 at 10:00 a.m. - 12:00 p.m. in 114A.
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Budget projections

- Chief Financial Officer, Rhonda Gibler, is not doing the fall round of budget hearings. It may be pushed until Jan. or Feb.
 - Enrollment applications are up so far this year.
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KIC scanner

- Disability services purchased a KIC Scanner: Bookeye 4 overhead that is not getting usage so they want to donate it to University Libraries.
- It was purchased with SFCIC funds.
- It costs \$1700 per year to maintain the service agreement.
 - Discussion ensued about using Specialty Underwriters for this agreement.

Decision: We will not use Specialty Underwriters for the Bookeye scanners.

Action: Ernest will get make model for Kathy to add this to current service agreement.

Action: Ernest will work with Jacqueline to get thank you sent to Barb Hammer etc.

- Discussion ensued as to the most appropriate location for this scanner. Pros and cons for Special Collections, Engineering, Geology, Archives and additional general Ellis usage were discussed.

Decision: We will try it out in Geology for a semester while we collect usage statistics.

Door access control

- A web interface is used for adding people to individual doors.
 - Workflow for adding people could be moved to the front of the hiring process.
 - Discussion ensued as to the current HR process and how we can merge the two.
- Getting the first full implementation on board compared to the future employee adjustments, may have different processes.
- Discussion ensued about future discussion needed for end procedures that will take employees out of accesses.
 - It was suggested that we use JIRA when it is available in Jan.

Action: Subcommittee, possibly including Kathy, Sheryl, Noah, Dana/Pat, Ernest, Corrie, will meet to discuss details about this processes, which could include onboarding and termination processes.

Ithaka update

- Surveys closed at midnight on 10/27.
- Of the 6543 graduate/professional students that received the survey invitation:
 - 1307 respondents clicked on the link to the survey (about 20% of total invitees who received the invitation)
 - Of those, 1191 started the survey (about 18%)
 - Of those, 939 have completed the survey (about 14%) [and 252 partially completed the survey]
- Of the 3090 faculty members that received the survey invitation:
 - 680 respondents clicked on the link to the survey (about 22% of total invitees who received the invitation)
 - Of those, 611 started the survey (about 20%)
 - Of those, 433 have completed the survey (about 14%) [and 178 partially completed the survey]
- Ithaka will send full dataset, which will include *both completed and partial submissions*, and non-analytical summary report, which will include *only completed submissions*, in about 2-3 weeks. Completed submissions are responses in which a respondent clicked “submit” at the end of the survey. The Ithaka Survey Team will convene to discuss how to share the data once it has been sent to us.
- Shannon contacted recipients of gift cards after the survey closed. As of yesterday, only five gift cards have not been picked up yet.

Diversity position

- The status of the proposal for the diversity position from last year will be brought up again.
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Staff Restrooms

- A request was made for staff restrooms on the second floor to be equipped with pin pad access.

Action: Kathy will get a quote from ACC.

Next meeting

- LMT: Thursday, November 16; 1:00 p.m. - 2:00 p.m.
 - Agenda items:
 - Space planning
 - Holiday hours
 - Computer replacement
- All Staff: Jan 11, 2 p.m.
 - Agenda ideas:
 - Strategic Planning
 - SWOT
 - Ithaka
 - JIRA
 - Confluence
 - Capital projects: Microfilm