

# Library Management Team

## Meeting Information and Action Items

Tuesday, February 13, 2018

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### *In attendance*

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Ann Champion Riley  
Anselm Huelsbergen  
Pat Jones  
Deb Ward

Kathy Peters  
Shannon Cary  
Sheryl Cullina

Ernest Shaw  
Jacqueline Rash  
Guest: Grace Atkins

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### *Engagement Council*

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- Grace is designated as our contact to report the Libraries' impact across the state and how we are engaging with our community.
  - Ann encourages LMT members to have their areas report engagements to Grace via a Qualtrics form: [UNIVERSITY LIBRARIES ENGAGEMENT INVENTORY FORM](https://missouri.qualtrics.com/jfe/form/SV_2lSnX5ZXPC2dOXr)  
[https://missouri.qualtrics.com/jfe/form/SV\\_2lSnX5ZXPC2dOXr](https://missouri.qualtrics.com/jfe/form/SV_2lSnX5ZXPC2dOXr)
  - Some immediate ideas include: Stucky Essay Contest, MAHEC, Interlibrary Loan, possible National Medical Library, Digital Library MOspace.
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### *Building Coordinator's meeting*

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- Procedures for building safety were discussed.
- Doug Schwandt, Police Chief, reported that a Security Summit was held with all SEC police chiefs to talk specifically about emergency alerts. They also met with Virginia Tech and Florida State about changes made on those campuses following significant threats.
  - It is not feasible to do a full-campus lockdown. Some classroom doors on campus will be fitted with manual locks that can be used for shelter, if needed.
  - During alert situations, Campus Police will provide more details, such as location, situation, and recommended response. Updates will continue to be posted on MU Alerts and Twitter. Updates will be posted more frequently, approx. every 10 minutes, during an active alert situation.
  - How individuals choose to respond to the alerts is a personal choice.
  - Guidelines for faculty who receive alerts during their classes will come through the Provost's office later this year.
  - Amber Cheek, Dir of Accessibility, is collecting evacuation information that could help people with disabilities make decisions about their personal response to alerts.
- By Fall 2018, we will have mandatory annual training on these procedures. The training will explain terminology used for emergency alerts and possible responses to alerts.

- Staff interested in personal safety training, such as self-defense, can learn more at <https://mupolice.missouri.edu/training>. The training link also includes access to the Run, Hide, Fight video produced by MU Operations called “Surviving an Active Shooter”. The direct link to the video is <https://www.youtube.com/watch?v=ELBEOgqWZY0>.
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### ***Budget update***

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- Kathy presented a GRA Divisional Allocation by Dept ID handout and clarified questions.
  - They don't plan to do an across the board budget reduction but a department specific cut.
  - Departments are also asked to build in a 2% raise pool.
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  - The campus does not have spare funds so MU plans to ask departments to overcut so that they can build this pool.
  - President Choi wants to avoid a systematic layoff such as the one that happened last summer.
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### ***Building project***

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- Campus Facilities is replacing the roof on the 2<sup>nd</sup> floor (South East).
    - They will take over the recycling area with a crane and a dumpster.
    - We could use the parking 3 on map provided by Pat for our recycling and vans during this time.
      - Can move the spare van to UMLD during replacement.
    - Door 1 and taller dock area should stay open for deliveries.
    - Lower loading dock door will be closed.
    - The timeframe is 2 weeks to replace the roof.
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### ***Campus Reallocation Committee update***

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- Committee reported to the Deans that reallocation is an ongoing process.
  - Kathy sent Rhonda Gibler's email with the Draft of Mizzou Budget Principles attachment and asked for feedback.
    - LMT feed back should be directed to Ann, Kathy or Corrie.
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### ***ORCID***

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- The office of Graduate Studies will require an Open Researcher and Contributor Identification (ORCID), a nonproprietary alphanumeric code to uniquely identify scientific and other academic authors and contributors, on all MU Master's students' dissertations.
- It is planned to integrate memberships with ORCID to MyVita.

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## *Travel form*

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- We are 40% under budget where we were last year.
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## *Old directories*

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- Kathy presented the old directories for consideration of repurposing them and asked for suggestions.
  - The frame is wooden and sturdy.
  - The contents are magnetic and when removed, leave a magnetic board in the back of the frame.
  - We don't want them in public spaces, but employees may have office use for them.

Decision: To keep for now and we can revisit to see if Library staff could repurpose.

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## *UM Library Council meeting*

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- Discussed budget and strategies to avoid cuts to the shared collection.
  - Challenges were discussed with Innovative Interfaces.
  - Open Education Resources and the open access movement were mentioned and discussion about how we can advance those initiatives ensued.
  - There is a renewed interest in delivering shared courses across the four campuses. Licensing of these resources, even on the same campuses, has posed access problems in the past and will need to be revisited.
  - Time constraints restricted repatriating items from State Historical Society from the agenda.
    - State Historical Society contract will be revisited in the near future.
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## *Activity analysis*

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- All library staff and student workers, but not librarians will need to complete this job duties survey.
  - The goal is to collect information as to what duties employees are doing across campus and across the system in one hope to improve and streamline communication and training.
  - Sheryl will get guides for filling out the survey and a planning tool will be available for supervisors to guide student workers or those who have the same responsibilities.
    - Sheryl is setting up departmental meetings to offer guidance.