

Library Management Team Meeting

Information and Action Items

Thursday June 6, 2019

In Attendance

Ann Campion Riley
Ernest Shaw

Kathy Peters
Shannon Cary

Deb Ward
Anselm Huelsbergen
Jacqueline Rash

Facilities Team

- Kathy proposed a few staff and student changes to current facilities team structure.
- These changes will provide better coverage and are a cost effective measure.

Decision: All proposals were approved.

SCARAB staffing questions

- The Research and Instruction Librarian/Archivist for Special Collections is open now.
- University Archives, Special Collections and Digital Services proposed a Digital Services Archivist position to be partly funded by staff and GLA positions within the Division. As the Libraries' budget is not able to fully fund the position however, the proposal will be revisited in January 2020.

Action: Anselm will get timing preferences for hiring GLA positions again for the Digital Services and Library Specialist for Fall 2019.

Staffing Announcements

- LMT members have been asking about staffing changes.

Action: Shannon will work with Kathy to craft a message on staff changes for News Notes and Ann will include it in her monthly message.

Summer Furniture projects

- Wooden chairs are being cleaned and refinished.

- 114A and 159 tables and chairs will be delivered soon. Furniture currently in these rooms will be relocated.
- Relocation options for red chairs in 114a and table in 159 were discussed.

Decision: 159 conference room tables will be moved to the back room of 4F51A.

- Quartz-top Table will move from HSL to Math. Chair options were discussed for Math.
- Suggestions were made for additional chairs in Geology.

Action: Kathy and Shannon will discuss announcement on furniture options for staff.

Faculty Research Offices

- It was brought to Ann's attention that there is a policy where faculty members can only have one office.
- It was suggested that we give faculty a semester to vacate their offices.

Action: Jacqueline will provide a list of FRO occupants that have two offices on campus as well as the renewal letter for review.

West Stacks & Auditorium Project

- Facilities has sent structural repairs for West stacks out for bid.
 - West stacks will be locked by 5pm tomorrow.
 - Auditorium project has begun and will be completed by the start of Fall 2019 semester.
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State Historical Society

- SHS will begin moving on Monday.
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Upcoming meetings

- June 13 from 12-2pm - Shepley 159 Ellis
- June 20 from 2-3:30pm - LMT 159 Ellis
- June 21 from 9-4pm - Libraries may only need to be needed in morning GSB 194B