

# Library Management Team Meeting

## Information and Action Items

Thursday, July 18, 2019

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### *In Attendance*

Ann Campion Riley  
Ernest Shaw  
Kathy Peters

Jeannette Pierce  
Corrie Hutchinson  
Deb Ward

Felicity Dykas  
Shannon Cary  
Jacqueline Rash

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### *Conference*

- LMT suggested attendees for the Designing Libraries VIII conference.
- Budget will be consulted to send 2-3 members.

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### *Salary and Wage Guidelines*

- Kathy sent comp ratio email out.

Action: Please send your recommendations to Kathy by the end of the month.

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### *Carrel closure timeframe*

- Glovecon has been hired to work on west stacks project. For one particular tricky task, they are still debating if they will subcontract or do the work themselves.
- Oct. 6 is their deadline to finish all work.
- We are waiting for feedback on when the inside work will be finished so that the stacks might be opened to patron use again.

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### *Visio*

- Libraries is licensing Visio for floor planning and the creation of flow charts.
- Felicity, Jeannette, Kathy, Corrie, Deb/Gayle and Sheila will be recipients for licenses.
- August 1<sup>st</sup> is deadline for staff floor plan proposals to be sent to Gerald Morgan. This tool will help staff create these floor plans for Campus review.

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## ***New Bookshelf***

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- Books on the low shelves by the reference desk are hard to view.
- It has been recommended to return the new books to the shelving unit in the colonnade by the newspaper stacks.

Action: This request was approved and Shannon will put it into News Notes.

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## ***Student Wage Guidelines***

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- Level I and II standards were previously emailed.
- Level I is basic skill set with wage set at \$8.60 per hour. In spring it will increase to \$9.45 per hour.
- Level II is a higher skill set at \$9.60. In spring it will increase to \$10.45/hour.
- Most students are considered Level I but LMT members are asked to provide names of Level II students.
- LMT discussed implementing a \$0.25 increase per year of service, instead of by job level.
  - However, it was decided that increases should be structured and simple due to the annual increase for the minimum wage.
- We currently employ 141 student workers and expect to hire 175 in the fall.

Action: LMT members were asked to give Kathy the number of hours offered to student workers you will employ at levels I and II for each semester.

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## ***Committees***

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- Appointed members were listed and agreed upon.
- Charges can be determined by Chairs at a later date.

Action: Jeannette will give the list to Nicole Whyte who will send out the official invitations.

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## ***HR Specialist***

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- Brenda Slade will begin training with the Libraries next Thursday afternoon.
  - Introductions were set for her orientation/training.
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## ***Fall hours***

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- It was requested that LMT determine if 24 hours will start at the beginning of school or after Labor Day.

Decision: It was determined that going 24 hours after Labor Day was acceptable.

- Edits to fall hours were discussed.

- Thanksgiving week: close at 5p Wednesday, both Saturdays we will be open 10:00am -2:00pm.
- University Holiday: Friday November 29<sup>th</sup>.
- Christmas: Close 5p Christmas Eve, until 8:00 am on Jan. 2

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### ***Maintenance Service Attendant***

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We are finalizing the Maintenance Service Attendant hiring paperwork.

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### ***Building Coordinator***

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Send facilities and surplus requests to MULIBRARYADMIN and Sheila will respond to emails.

Consider sending items to surplus as we envision these upcoming moves.

Action: Deb will get with Sheila to plan to move the Math shelving.

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### ***Upcoming Meetings***

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Shepley/LMT: 7/24/19

Retreat 7/30/19

LMT 8/13/19

All Staff 8/15/19