

# Library Management Team Meeting

## Information and Action Items

Tuesday, August 27, 2019

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### *In Attendance*

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Ann Champion Riley  
Jeannette Pierce  
Ernest Shaw

Felicity Dykas  
Shannon Cary  
Deb Ward

Kathy Peters  
Sheila Voss  
Dana Houston  
Jacqueline Rash

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### *Events and Exhibits Team*

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- These exhibits should go through Events and Exhibits Team.
  - Applications for exhibits, awards or events should go through Shannon as Events and Exhibits Team coordinator.
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### *Group Study Rooms*

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- We may receive last minute notice from Campus Facilities to renovate rooms.
  - It is desired that Campus Facilities halt renovation work during finals weeks Dec. 2 - Dec. 13; however, we hope the renovations will be completed before that time.
  - Students will be notified with a note on the reservation system, and a note inside the email confirmation.
  - Backup rooms 4D11, 4F51A, 159, 213, 114A can be assigned.
  - Door signs will be created.
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### *Policies*

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- Policies are not up to date on the website.
- It is proposed that LMT members review policies and get old policies down.
- Campus Library committee webpage links to these dated policies.
- Employees liked the ability to comment on policies we offered them in the past.

**Action:** LMT members will email Jacqueline with a list of policies we want to keep up by Wednesday of next week. Jacqueline will create a list for discussion at an additional LMT meeting called on Sep. 5, 3:30pm.

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## ***Print Smart Printing***

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- Pay to print was moved over to Tiger Cash.
- To have just staff printing it would require a new integration.
- Guest printing needs to go through a MoCode. However, it continues to work on the Ellis print release station because it is a passthrough account.
- Discussion ensued as to different options for printing.
  - Students can print to circulation desk and pay for printing.
  - Tiger cash options were discussed.
  - 3D printing processes were considered.

Decision: We will resume with the current process of students paying at the circulation desk and those who want to pay by credit card will pay in Admin office.

Action: Kathy will ask about alternative payment options.

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## ***Digital Humanities***

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- London Hall will be demolished.
  - Ann offered use of 3A31 for the Digital Humanities office.
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## ***Emergency meeting place***

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- It was suggested to create a central meeting place to account for staff.
- We now have an evacuation announcement that will be broadcast over the speaker system at the time of the alarm.
- We will always evacuate on the first alarm.
- We will continue to work on updating the volume and sound of alarms.
- It was suggested to meet at the Lowry fountain.
- Discussion ensued as to how to ensure everyone evacuated.
- It was noted that in an active shooter situation, there is no particular meeting place; we would rely on the phone tree.

Decision: In the event of an evacuation due to fire, we will meet at the Lowry fountain.

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## ***Emergency phone tree***

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- In our last evacuation we had trouble accounting for everyone.
- Updates to phone tree should be sent to Nicole.
- Kathy has an emergency contact database that will be abandoned and Brenda will reach out to CAP center.
- It will be important to notify staff to update their emergency contact information in myHR.

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***Upcoming LMT***

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Thurs. Sep. 5, 3:30-4:30pm - Policies

Tues. Sep. 10, 2-3:30pm

Thurs. Sep. 19, 2-3:00pm

Tues. Oct. 8, 2-3:30pm