

Library Management Team Meeting

Information and Action Items

Tuesday, November 19, 2019

In Attendance

Deb Ward
Ernest Shaw
Kathy Peters

Shannon Cary
Corrie Hutchinson
Jeannette Pierce

Jacqueline Rash

Student Printers

- Student printing will be unavailable tonight.
- Discussion ensued as to how we can accommodate students at this time in the semester.
- It is not advised that we pass around thumb drives to remedy this problem.
- It is suggested that we ask them to email their document to a staff member who can print it at a staff printer.

Action: Jeannette and Deb will work on obtaining access to resource email accounts to be used by staff working tonight.

- It is advised that we no longer pass out lost thumb drives.
- To receive IT updates, staff can sign up here: www.status.missouri.edu

Action: Shannon will create signs to inform students.

Sequence of Leadership and Emergency Phone Tree

- Sequence of Leadership was provided and reviewed.
- Suggestions were made.
- Deb will confirm at a later date.
- LMT members are encouraged to send additional updates for the sequence of leadership and emergency phone tree to Deb and Kathy.
- Closure types:
 - Partial closure is if classes are canceled. In this situation the library will remain open.
 - Full closure is a campus closure announced by the Chancellor and the library will also close.
 - If Chancellor says that campus is closed it usually starts 12:00am to 11:59pm for the following day.
- If University Libraries close early on Friday, the campus closure may not begin until 12:00am. However, Libraries can still close when needed.
- Snow removal will not be in service on days the campus is closed.

- Please keep in mind that part time staff and all students will not get paid during University Libraries / campus closures.

Pre-Post Holiday Leave

- A clarification to the holiday leave policy was made last week.
- If departments want to send employees home early, each department can make the decision, it needs to apply to the entire group and be reflected on timesheets accordingly.
 - This will be an LMT level decision.
 - If managers allow employees to leave early, advise employees that they may:
 - Stay and work, enter the time as worked, and receive regular pay;
 - Leave, enter the time as appropriate PTO (vacation, personal day, comp time), and receive pay accordingly; or
 - Leave, enter the time as unpaid leave, and not receive pay.
- Campus closure between Christmas and New Year's has been approved
- If you have staff with flex time schedules, those that are benefit eligible, need to talk to Kathy, Brenda or Nicole to communicate flex time around specific holidays with holiday leave time.
- Part time, non-benefit eligible employees do not get holiday pay.

Door alarm notifications

- If a door is propped open, Kathy and Dana will get notices.

Action: Deb will be added to this notice alert system.

- Ellis has a few buzzer alarms that make noise.
- Fire alarms notify the Fire Department.
- ACC alarms notify Dana. After hours they will notify MUPD first, then Dana.

Security Gates & Self-Checkout machines

- Bibliotheca security gates has a gate promotion for 35% off that expires soon.
- Quotes for security gates in Ellis were offered.
- Gift funds would be needed for this purchase.

Decision: LMT determined that we not move forward with the purchase of new security gates at this time.

- Quote for Self-Check machine was provided.

Decision: We will wait for the One-Stop-Shop and Ellis staff moves, before it is determined if another self-checkout machine for West Entrance or the Reference area is necessary.

Policy 52 Ellis Library Staff Lounge

- Revisions from MULSA were provided on a second revision.
- All library employees in Ellis library will have access to the Ellis Staff Lounge.

Decision: LMT approved Policy 52

Vending machine

- A snack vending machine has been added to the ground floor.
- This location is experimental and it may be relocated when the ground floor is renovated.

Fire alarm update

- Campus facilities are replacing the actuators on the fire doors to allow them to stay open during an alarm and to be tapped to close.
- A new fire alarm system is being considered for Ellis Library. Teaching for Learning is slated to be the first location with the new install, due to their upcoming renovations.
- When the power is out the PA system will not work.
- Kathy has provided a lot of data to the Fire Marshall so that testing can be troubleshooted.

Second floor reading room windows

- Windows in the second floor reading rooms are deteriorating.
 - The wood around the windows is rotting.
- These are large historical panes.
- Campus will hire a consultant to review replacement or repair options.
- They need to know what collections and furniture would potentially need to be removed or covered while they replace these large windows.
- This is a project slated for the summer of 2021.

Hathi Trust

- Hathi Trust has offered an opportunity to host their Spring 2020 Workshop.
- University Libraries would like to submit an application to host an event.

Marketplace

- We have an option to take online payments for services University Libraries provides.
- If the system works well for 3D printing, we will be able to consider other uses going forward.

HSL Space Planning

- Changes were suggested.
- Another new classroom is on the planning agenda.
- Another new office space can be created.

- The bike desks can be moved by the info services door.
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Upcoming Dates

- Library Management Team - Thursday, December 5th from 2-3:30pm
- Library Management Team - Tuesday, January 17th from 2-3:30pm
- Library Management Team - Tuesday, January 14th from 2-3:30pm
- All Staff Meeting - Thursday, January 16th from 2-3:30pm