

# Library Management Team Meeting

## Information and Action Items

Thursday, December 05, 2019

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### *In Attendance*

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Deb Ward  
Ernest Shaw  
Shannon Cary

Corrie Hutchinson  
Jeannette Pierce  
Guest: Ali Sauer

Support: Jacqueline Rash

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### *Friends of the Libraries Winter Event Proposal*

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- Ali has been working with the president of the Friends of the Libraries to create a winter event to be hosted in Ellis Library.
  - This event will resemble the fall Homecoming Event and include a snack and scavenger hunt.
  - It was suggested that we advertise at the public library.
  - This event will be staffed by the Friends.
  - Ali will consult with special collections about what types of activities can be supported by Special Collections.
  - It was suggested that we notify students about the potential for children to be in the libraries.
- Decision: This event was approved by LMT.
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### *Shirts*

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- It was suggested that we acquire staff shirts.
- Discussion ensued about obtaining shirts for all employees or new employees.
  - Pros and Cons ensued concerning vendors, pricing, bulk orders.

Decision: It was determined to offer shirts to new staff members.

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### *Spring Hours*

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Action: Shannon will send out Spring Hours for review.

Action: LMT members are requested to review hours and send edits to Shannon.

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### *Collective Spaces Policy*

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- Space policies have been brought under one collective space policy.
- These were separated from practices / guidelines which were also provided on a second document.

Action: LMT members will review for future discussion.

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### ***Meeting room use***

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- With more University employees moving to Ellis, it was brought up if they should have access to schedule meeting rooms in Library spaces.
- Since many of these new spaces will have a meeting room therein, the Events Team's recommendation is that requests for Libraries occupied space from these groups will need to be made through Shannon Cary or Jacqueline Rash, on an individual basis.

Decision: This recommendation has been approved by LMT.

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### ***LMT listserv***

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- Discussion ensued as to the continued purpose, function and practicality of the LMT listserv regarding the dissemination of information and meeting invitations.
- It was recommended that Kate Anderson be added to LMT to fill the role vacated by Deb Ward during her Interim Vice Provost position.

Decision: Those who attend LMT will receive the LMT communications. This information can be further forwarded to department heads and additional staff accordingly.

Decision: Kate will be added to LMT.

- Any proposals or concerns needing the attention of LMT can be requested by library staff at any time.
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### ***All Staff Meeting***

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- All Staff meeting is set for Thursday, January 16, 2020 - 2-3:30pm

Action: Jacqueline will send out a calendar invitation.

- Agenda items were determined
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### ***Upcoming Dates***

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

