

# Library Management Team Meeting

## Information and Action Items

Tuesday, January 12, 2021

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### *In Attendance*

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Deb Ward  
Jeannette Pierce

Shannon Cary  
Kathy Peters  
Kate Anderson

Corrie Hutchinson  
Ernest Shaw  
Support: Jacqueline Eiben

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### *Transformer Replacement*

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- The transformer in the sub-basement will be replaced on Monday while the campus is closed in observance of Dr. Martin Luther King Day. This will cause an 11-hour electrical outage.
    - If there are any departmental refrigerators, we will need to take them to the loading dock to anticipate defrosting.
    - It was recommended that staff should power off machines and computers if possible. LTS has set up a switch to power off all machines on Sunday.
    - LTS staff will turn public access stations and remote desktops back on.
      - Technical Services will turn on their own machines.
    - Staff will need to remove their personal food from the refrigerator in the Staff Lounge.
    - Generator backup for the servers is provided by a remote campus location.
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### *Student Budget Spring*

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- Kathy sent the final draft through email and screen shared to Library Management Team.
  - All campus divisions want to increase the minimum wage. Departments need to submit their financial impact statement to the Provost's office today. We will know in the next few days if the minimum wage increase is approved.
  - We have budgeted for the increase already.
  - LMT staff have submitted spring staffing requests for student workers. Students working at level 2 will also increase \$1 with the level 1 minimum wage increase.
  - Kathy asked that LMT members review the document for accuracy. Discussion ensued regarding updates.

Action: Kathy will let Library department supervisors know if the minimum wage will change on Jan 24 or the end of June, depending on the Provost's decision.

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## ***Telework Arrangement Portal***

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- Current requests will expire Jan. 15. Knowing the variation in schedules that employees may request due to CPS hybrid learning changes and vaccine access, we may want to keep the expiration date open through the end of the semester.
- It was clarified that this date requirement was set by the Libraries.
- It was asked that staff check their forms and submit any necessary changes. Each staff will need to update their form by logging into the portal where the current form can be updated.
  - The telework arrangement portal is posted at <https://cherwell.umsystem.edu/CherwellPortal/HRPortal/One-Step/NewTeleworkArrangement>.
- Deb would like to announce this at the All Staff meeting.

Action: Kathy will test with Nicole and let Deb know the functionality of how staff can submit forms.

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## ***BYOD (Bring Your Own Device) Support***

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- There is a need to set parameters for what LTS can support in regards to devices that staff are using during work from home. Staff are welcome to open a web browser supported system like, Zoom, Webmail, G Suite, Office 365, on their own computers. However, support can not be provided to staff who have downloaded applications onto their personal devices for licensing, policy and workflow reasons.
  - Discussion ensued on possible exceptions to this parameter.
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## ***General IT Updates***

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- Campus IT went over 6 strategies and Ernest relayed them to LMT members as follows:
    - Strategy 1 - Create an environment that is standard and supportable
    - Strategy 2 - Ensure all workstations are secure and managed via Data Classification level defined under InfoSec workstation.
    - Strategy 3 - Ensure consistent, efficient and reliable support, administration and lifecycles of all OS and Software.
    - Strategy 4 - Reduce complexity and cost of printing.
    - Strategy 5 - Improve customer experience while decreasing costs.
    - Strategy 6 - Work collaboratively with all units at MU and UM to standardize and improve all aspects of IT for current and future implementations.
  - This item will be tabled for discussion at the next LMT meeting.
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## ***Next LMT***

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- Tuesday, January 26 from 2:00-3:30p

All Staff

- Thursday, January 14 from 2:00-3:30p