

# Library Management Team Meeting

## Information and Action Items

Tuesday, January 26, 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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### *General IT Updates*

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- Ernest offered some IT Updates and strategies that have been established.
  - 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.
- Discussion ensued regarding some ideas for how these standards can be applied to University Libraries.
  - Safety cameras at Engineering were discussed

Action: Kathy will ask if these camera recommendations will be on the campus system.

- Our goal is to maximize effort in areas that are not part of the campus standard and identify areas where the Libraries need unique support.
- Some additional questions for IT were brought up:
  - More people are using Google enterprise software options. Data studio and Google Docs were inaccessible due to required permissions. Staff are experiencing problems obtaining activation. Using One Drive was offered as one solution.
  - As options for storing documents in different locations is increasing, some wonder what is the immediacy of moving all of our documents out of the shared Q: and M: drives.
    - Ernest noted that there is not a deadline and expects that this will happen over time as more people use cloud-based systems.
  - In contrast, Box usage will need to be migrated by the end of the year 2021.
  - It was suggested that we show everyone how to use OneDrive in a potential SAG meeting.

Action: LMT members were encouraged to reach out to Rachel Alexander if they have ideas for SAG meeting content.

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## ***Ellis Library Emergency Action Plan***

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- Kathy sent a document to LMT that will be sent to Environmental Health and Safety, so they know our plan of action for emergencies.
- It has good information for library staff as well.
- It was asked that LMT members review the document and provide information for the appendices.
  - Are the right contact people indicated?
  - Do we want them to contact the Building Coordinator first who will relay the information to the departments, or should emergency personnel be given the contacts of each department for notice?
  - It was noted that we should review the Emergency Phone Tree for accuracy. It was suggested we review that on a quarterly basis.
- It was suggested that we review our internal processes.
  - Additional comments will be sent to Shannon to improve our internal process.

Decision: It was determined we just need to give them the building coordinator's contact information who will then initiate the Emergency Phone Tree, if necessary.

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## ***Interim Vice Provost Updates***

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- West stacks project is unmanageable in the current timeframe. We need to move Archives into Ellis by the end of Dec. Therefore, we will move Archives to fourth floor of Ellis instead of into the reading room on the second floor. We will work with PGAV to determine how to update the plan with this decision.

Action: Deb will put this in her message to All Staff.

- Deb is presenting about the master space planning for University Libraries at the Provost Think Tank meeting next week.
  - It was suggested that we come up with a methodology about how we identify persons who are being constantly reminded to follow campus and library policy.
    - We want to use a media blast to tell students they need to review their symptoms before they leave their residences. The Campus Clear screeners will be emphasized as such instead of as health screeners in an effort to brand the Campus Clear app.
  - Concerns with the Provost's recommendation to centralize the financial aspect of the Libraries was mentioned.
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## ***MERLIN ILS Task Force***

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- Taylor Kenkel and Corrie Hutchinson are co-chairs.
  - The task force includes one member from each campus as well as Ernest and Taylor to offer a processing perspective.
- The RFP will include a sandbox so that we can experiment with all of the products.
- The deadline is May 1<sup>st</sup>
- Corrie would like to send the ILS recommendation to All Staff.
- We will seriously consider three potential vendors.
- Feedback for review groups was elicited.

- Public Services employees will make-up some of the RFP review group who will also solicit input from additional employees.
- It was suggested that a Qualtrics survey would be sent to All Staff for comment.
- We hope to work with Mobius as we move forward being good stewards of University resources.
- Corrie will give updates at SAG to give feedback to All Staff.

Action: Corrie will send out an email to All Staff indicating how the review group was established.

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***Next LMT***

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- Tuesday, February 9 at 1:00-1:45pm
- Tuesday, February 23 at 2:00-3:30pm