

# Library Management Team Meeting

## Information and Action Items

Tuesday, December 15, 2020

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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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### *LTS Priorities*

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- Deb's goal in making these priorities is so that she can get support from the Campus IT department.
- LMT members have been asked to prioritize the list.
- Ernest suggested making a list of things that are not priorities since everything on the list appears to ..be a high priority.
- Strategy on approaching the list was discussed.
- The MOU with Abby was brought up as a topic to be re-visited.

Action: LMT members will work on the priority list with additions from Ernest and send to Jacqueline.

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### *Burnout Study*

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- LMT discussed the desire to hear a reply from Virginia Tech

Action: Jacqueline will reach out to Jennifer Nardine asking her to let us know if our institution is chosen so that we can inform our staff that they will receive an email from her asking for participation in the survey.

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### *Attendance guideline update*

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- Kathy shared the latest version of the attendance guideline.
  - Corrie shared her department's version.
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### *Annual Report*

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- Shannon showed the Draft Annual Report

- LMT members provided feedback.
  - <https://library.missouri.edu/news/resources-and-services/mizzou-libraries-by-the-numbers-remote-spring-2020>

Action: Shannon will update the Annual Report accordingly.

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### ***Holiday Donation Bank Options***

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- It was asked if LMT would like the Holiday Party donations to go to the Food Bank or Tiger Pantry.
- LMT and Administration staff will be offering an optional holiday donation.
- Attendees are asked to send checks to Kathy by this Friday and Kathy will submit an online donation.
  - If checks wont reach her in time, let her know what amount you want to donate.

Decision: LMT and Administration Staff will donate to Tiger Pantry

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### ***All Staff Meeting***

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- LMT members were asked for additional agenda items.
  - Personnel updates made by Brenda will be first.
    - Vacancies that have been covered will be acknowledged.

Action: Please send any personnel coverages in your department to Kathy.

- Edits to Agenda were requested. Architectural Studies class report may better be shared in a Staff Advisory Group meeting.
- Suggestions to Agenda order were made:
  - Brenda - personnel updates, Deb - PGAV, Corrie - UMLD, Chris - Health Sciences, Kathy - budget update
- Content suggestions were made:
  - Deb made an impromptu update for HSL; meetings are now being set and plans are moving forward. They would like to close off the stairway to separate the departments.
  - It was asked that the PGAV report would give a sense of the Master Plan and Archives move.
  - UMLD sequencing plan is established through May.
  - What will happen in West Stacks, if anything, may be discussed.
  - The benefit of planning for these changes keeps us in the driver's seat for changes that need to be made. University Libraries wants to be ready for discussions when Campus Administration priorities are initiated. Planning now also helps us secure donor funding.
  - Windows project, actuators and fire doors are Campus projects to defer maintenance.
  - It was suggested we check in with Gerald Morgan about what the plans for the old State Historical Society space will be.

### ***Bi-weekly Timesheet Approval Process***

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- Winter Break leave pool is available on timesheets.

Action: It was requested that staff fill out time sheets for next week and winter break leave by Thursday. Dec 26 and Jan 1 should remain blank.

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## *Intercession Hours*

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- Discussion ensued regarding changing intercession hours.
- It was favored by some to reduce hours.
- Communication decisions will need to be considered.
  - Timing is a disadvantage in changing the hours again.
- To reduce hours we need to reduce hours from SOS staffing
  - Keycard access would need to be given to researchers.
  - Changes to curbside pickup will need to be communicated.

Action: This point will be brought up at Library Services meeting tomorrow.

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## *Next LMT*

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- Tuesday, January 12 from 2:00-3:30p
- Tuesday, January 26 from 2:00-3:30p

All Staff

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