Library Management Team Meeting

Information and Action Items
Tuesday, September 21, 2021

In Attendance

Deb Ward
Chris Pryor
Kathy Peters
Jeannette Pierce
Shannon Cary
Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Director Updates

- We are working on getting the NEH proposal submitted today.
- We will discuss the Strategic Priorities agenda item in a future meeting.

Contactless locker project launch update

- Chris Pryor, Terri Hall, Cindy Cotner and Burt Fields are working on the implementation of the contactless locker systems for Ellis and Health Science Libraries.
- There are some temperature issues with the Ellis West Entrance lockers.
  - The keypad will sometimes shut down in high heat.
  - Kathy is investigating some solutions.
- A soft launch is scheduled for Oct. 4, 2021 but will not be advertised.
- Lockers will go live on Oct. 11 if the soft launch is successful.
  - Some marketing around this date will need to be done.
- Integration to FOLIO is anticipated to move smoothly and not affect the smart lockers.

Update to Cast Gallery

- The department of Visual Studies have created drawings that have been submitted to Campus Facilities.
- There are two plans: one with statues at one end and another with statues at both ends of Ellis 202.
- Kathy is working with Campus Facilities to determine if the floor will support the weight of the statues.
- The Museum plans to move out by March 7th.
- They have also proposed to place two pieces of art in the Grand Reading Room entrance.
- It was questioned if cast pieces can be moved via elevator.
  - This will be investigated by the Museum and department of Visual Studies.
Events and Outreach Proposal

- Shannon presented the idea of creating an Outreach and Engagement Committee for the Libraries. She shared a charge for this type of committee from another university library as an example.
  - The committee would have rotating members to allow employees with an interest in outreach activities to participate without this becoming a permanent part of their job duties.
- Outreach activities like the Homecoming Open House, Show Me Mizzou Day events, Parents Weekend have no clear ownership, but are still important opportunities we would like to continue.
- Historically we moved some engagement duties from research librarians to our OER librarian, a position we are now operating without.
- We would want to keep this in alignment with our current structure for committees.

**Action:** Shannon will revise the proposal to fit our institution and look for possible volunteers for the committee.

Emergency announcement

- It was asked if we want to keep up the masking announcement on the Library main page.
- Campus is now asking us to publicize recommendations like masking and vaccinations.

**Decision:** We will keep the current messaging.

**Action:** It was advised that staff encourage patrons to wear masks and socially distance when asked.

Gates / Security Strips

- LMT continues to discuss the possibility of removing our security gates and discontinuing the use of security strips.
- There is the notion that with less materials in the building and less staff hours to offer, we may be approaching a time that maintaining security is of less urgency.
- It was also noted that there are some concerns that removing the gates could pose a threat to our collection.
- We will need to take this conversation to the Library Connections Team, and CSC collections agendas.

Museum alarms

- The museum does plan to install alarms.
- The museum will have the doors locked during hours that they will not be present.
- The museum will open and close the northeast door and it will not be in the master electronic lock system.

Attendance Reporting Expectations
- Kathy proposed reviewing the verbiage to the “attendance notice to employees” to encourage a verbal communication component or mention of University Policy.
- Kathy is asking HR to review our current notice template.

**Action:** Kathy will follow-up with HR and report to LMT.

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### Newspaper retrieval

- Since we don’t have a guardrail at the loading dock, Kathy is recommending that we send people out the loading dock door and up the sidewalk to the east entrance to obtain newspapers.
  - We hope the guardrail and newspaper box will be installed at the loading dock by the end of September.
  - We will need a few days’ notice when we move the box to allow for communication with the newspaper delivery person.

### Noise communication

- It was suggested that we make an announcement to staff and students about the windows project so that noise expectations can be managed.
- The fire alarm project plans to bring signs to notify patrons of alarm testing during that time.

**Action:** Shannon will create a digital message or News Hub announcement about the noise and list our current projects.

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### Archives move

- Remaining collections and staff furnishings are planned to be moved before Thanksgiving.
- Archives and Special Collections will determine what reading room tables will need to be kept.

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### Call buttons

- The call buttons in the elevators and on the fourth floor stair lift are now programmed to MUPD.

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### HSL update

- The first floor move has been completed and the third floor is now being moved.
- With the new construction it has been announced that the HVAC system will be updated.
- SOM plans to remove and surplus the compact shelving on the first floor.
  - It was proposed that the HSL compact first floor shelving or third floor shelving could be repurposed in Ellis.

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### Next Meetings
• Tuesday, October 5, 2-3:30pm LMT