

Library Management Team Meeting

Information and Action Items

Tuesday, October 5, 2021

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Chris Pryor

Shannon Cary
Ernest Shaw
Support: Jacqueline Eiben

Security Strip

- We have not had many thefts in libraries that do not have gates.
- Many of our specialized collections have been removed from the general collections and have been secured in UMLD or the Special Collections reading room.
- It was suggested that this conversation be extended to include department heads.

Travel and Training Perceptive Content Pilot Update

- LMT members expressed difficulties with the new Perceptive Content process.
 - Inability to track approved documents and unawareness of procedure were noted.
 - It was suggested that staff contact Jacqueline if they are unclear as to where their approval is in the workflow.
 - It was noted that Division Heads have access to pending documents in Perceptive Content.
- LMT members appreciated being copied on approvals and the ease of viewing stamps in PC.

Action: Shannon will place a note in News Notes about the new travel, training and time off request process.

Action: Jacqueline will work with Wil to provide access for Division Heads to view approved documents.

Committees & Safe Space

- It was suggested that the IDEA Committee be charged with bringing a Safe Space training to the Libraries in the Spring.
- Campus Safe Space training has been contacted, without reply.

Action: The IDEA committee will be encouraged to reach out about Safe Spaces training.

Decision: Volunteer committee members were approved by LMT.

- Law Library is interested in partnership to provide IDEA programming.
 - Kathy reviewed the budget for partnership.

Decision: Funding was designated for possible speaker, training, and programming around IDEA.

- Discussion ensued as to opening programs to campus or encourage staff to attend campus events.
- It was noted that having a training would be different than having a speaker.
 - The IDEA Committee can be charged with bringing on a training session and speaker.

Action: Kathy will reach out to the committee members and present them with the appointment letter.

Safety Communications

- Kathy asked LMT to give advice on how to make Libraries staff and other staff who work in Ellis Library aware of security instances, such as trespass announcements.
 - It was agreed that trespass incidents should be shared as quickly as possible. Some instances of problems with patrons are harder to share out because of student privacy, but it was agreed that staff still need to be informed as much as possible.
 - It was also suggested that there be a way to communicate with the non-library staff in the building, possibly a different email discussion list.
 - Deb and Kathy will discuss this further and report back to LMT.
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Responding to Journal Cuts

- Shannon asked LMT members how they wanted to communicate with faculty who have filled out the journal cuts comments form.

Decision: It was agreed that Shannon would send them a generic response thanking them for sharing their comments. She will also send the comments to Deb and Jeannette. They will make further decisions about how each comment should be addressed.

DRBL Popular Collection Update

- Jeannette reported to LMT about a new program in cooperation with Daniel Boone Regional Library. ULSAC has reported student interest in a popular reading collection in Ellis Library.
- DBRL has agreed to provide 30 to 40 books from their duplicates or donations. These books will be shelved in room 115 and will be available to students to take and return. They will not be checked out or listed in the library catalog.
- DBRL will replace the books as needed.
- There was a question about whether these books would be available at the specialized libraries. The current plan is for Ellis Library.

Action: Jeannette will check with DBRL about the possibility of expanding to the specialized libraries.

Next Meetings

- Tuesday, October 19, 2-3:30pm LMT
 - Tabled items:
 - Enhancing student success at Mizzou proposal call
 - Guests at SAG
 - Smart lockers launch update
 - Priorities document and strategic planning statement
 - Spring Celebration
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- Tuesday, November 2, 2-3:30pm LMT