Library Management Team Meeting

Information and Action Items

Tuesday, March 8, 2022

In Attendance

<table>
<thead>
<tr>
<th>Deb Ward</th>
<th>Jeannette Pierce</th>
<th>Ernest Shaw</th>
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<tr>
<td>Kathy Peters</td>
<td>Corrie Hutchinson</td>
<td>Shannon Cary</td>
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<td>Support: Jacqueline Eiben</td>
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Director Announcements

- Upcoming interviews
  - March 18, March 24 Head, Vet Med Librarian Interview
  - Apr 5, Apr 7 Head, Journalism Librarian Interview
- State of the University Address by President Choi
  - on 3/15/22 at 10am
  - LMT members confirmed receiving invite.
  - Link to Livestream https://president.missouri.edu/2022-state-of-the-university/
- Juneteenth Holiday
  - June 20th - paid holiday for all employees
- Spring Break
  - LMT members are encouraged to email Deb copy Jacqueline with time off requests.
- Deb reminded LMT to reference the document she sent for her time off details when needed.
- Future LMT meetings
  - Apr. 5 moved to Apr. 12
  - Mar. 22 will continue if needed, with Jeannette as Chair.
- ULSAC Advisor
  - Advisor will be rotating off and a new advisor will start in September.
  - It was suggested we add transition time from one advisor to the next advisor for some overlap on initial meetings.
  - Jeannette will send a few edits to the draft charge.
- Jeannette will be hosting the upcoming SAG meeting.

Hours

- Kathy will work on Summer hours in mid-April.
**Space Planning Committee Reconfiguration**

- Now that we move forward with our Space Planning initiatives, Space Planning Committee members may need to be revised.
  - There may be a need to have a smaller group for some topics and larger groups when other plans are discussed.
- Expectations for members may need to be communicated to allow members to attend or not depending on the agenda.
  - LMT may need to help set an agenda and designate people to be invited.
    - Graduate Student space is a vision some would like to discuss.
  - We may need to make a call/survey to get input on what the committee could tackle.
  - Space Planning initiatives heavily inform the direction of this group.
    - We may take a survey of staff for what their workspaces look like.
    - We can create smaller groups to address each topic.
    - Needs for spaces need to be considered including needs for services/furniture to be co-located.

**Action:** This topic will be re-visited in a future meeting.

**Org Charts/ Position Descriptions on Teams**

- Kathy placed updated org charts and position descriptions on the Library Connections Site.
- Kathy asked LMT members if they thought anyone needed to be added to the site or if members can forward documents to those who may need access.
- Kathy asked if current org charts are needed on our website.
- It was brought up to discuss the need for a team of student supervisors.

**Action:** Jeannette will ask that student supervisors be placed on Connections Team agenda for discussion.

**Events in Library**

- Now that we are moving out of COVID we are getting more event requests.
  - Some of the requests that have been coming in have been evening and weekend requests.
- However, we have less study space and less IT availability and custodial staff to support events.

**Action:** Ernest will ask about current use and status of Telepresence Room.

**Action:** Jacqueline will work with the recent request.

**Communication**

- There may need to be some official communication plan for where we store certain files.
  - This will help us withdrawal our reliance on storing things in Outlook as well as Teams.
**Action:** Corrie will work on a template to propose to LMT at a future meeting.

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**Assistant Head of Safety**

- An offer has been made to Larry Dietzel, former facilities attendant.

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**Next Meetings**

- Thursday, March 17 - 2-3:30pm SAG
- Tuesday, March 22 - 2-3:30pm LMT
- Tuesday, April 12 - 2-3:30pm LMT
- Tuesday, April 19 - 2-3:30pm LMT
- Thursday, April 21 - 2-3:30pm SAG