

Library Management Team Meeting

Information and Action Items

Tuesday, May 3 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Corrie Hutchinson
Ernest Shaw

Shannon Cary
Support: Jacqueline Eiben
Guest: Sheryl Cullina

Budget for New-Hires

- Sheryl joined LMT for this portion of the meeting.
- We received from the Provost office an increase of \$300K for collections. We got the first tier of hire requests, and they plucked a life sciences librarian from the second tier of funding. We will need to make this a more general sciences position with only two sciences subject specialists in Ellis Library.
- Kathy reviewed the list of potential positions that was distributed to LMT via email.
- With so many searches, it was asked if we can we invite applications for multiple positions in one job search.
 - We can batch searches if qualifications are the same and duties are similar enough.
 - Deb believes all of our positions are unique and will need separate committees.
 - Even if positions and committees are separate, we can efficiently use Advertising to market to various applicants with the minimum requirements of MLS. We would list our various openings and direct applicants to visit the individual postings.
 - It is also possible to review an applicant that does not fit one area and invite them to apply for another search. They may be able to join that search seamlessly as postings are often left open ended for a long time in case new applicants are identified.
- It was asked how do we organize and fill search committees and chairs?
 - One strategy discussed would be to keep the committee members at a minimum.
 - Committees can work in parallel.
 - It was suggested if we have approval for all these positions, Sheryl will work with the committee chair to post the position even if the committee has not fully been determined.
 - If you want the committee to have input on the job ad or posting, Sheryl will need to meet with the committee first.
 - LMT asked Sheryl for guidelines around creating search committees, specifically a recommendation for minimum # of members etc.
 - It was suggested we review the bylaws to see if there is a minimum and to focus on what the search needs. It was mentioned that one staff is typical, to think of people who will be interacting with candidate as well as people who would benefit from an opportunity to be on a search committee.

- It was suggested to begin the process for many of these openings in the fall so that we can make offers in the Spring before they renew their current contracts.
- Kathy outlined areas she would like Sheryl's assistance.
- NTT are now using the same business process as TTT. Campus holds applications for 15 days and then runs them through a screening processes. The committee will get the candidates around the same time. Chairs get an email that they have hit the 30 day mark to move the process forward. Scheduled check-ins with Campus HR are structured into the process: first round of interviews are usually a phone screening, then the results will be screened by our Academic Diversity Recruitment Specialist to look for any problems in process and to make sure the committee is following through on what they want to achieve.

Action: Division heads and Kathy will meet to discuss timeline and priorities.

Action: Kathy will join Jeannette and Deb's meeting about restructuring RAIS as well as the next Division Heads meeting.

Shared HR Professional

- Kathy gave a brief history of HR Officers in the Libraries. Last year we agreed to invest money into the HR Professional salary with the understanding that Sheryl would be able to give us more hands on help. However, Sheryl has only been designated to give Libraries 10% of her time. We may need to work with Campus HR next year to obtain a HR Professional that can give more time and support to Libraries.

Celebration of Service

- We are moving forward with an in person Celebration of Service.
- We are looking at the last week of May, but many have expressed conflicts with that week.
- Shannon contacted MULSA to see if they have money to provide food.
- We will probably be able to use 201.

Action: Kathy will provide names of honorees to Shannon.

Action: Shannon will work with Jacqueline to find a good date. Possibly the first week of June.

Action: Shannon will contact supervisors to provide comments.

Celebration of building staff

- Deb would like to host a reception for current Ellis building entities in August.

Overnight hours and communication with students

- Not many students have been in the libraries during the overnight hours.

- We also have a difficult time to staff these hours.
 - ULSAC leaders would like to give the students some warning of changing hours.
 - We need to keep overnight ours over the fall.
 - It was suggested that we survey the students to see what they think.
 - Gate count system at the student center has given us a quote for the same system. However, they do not install the equipment. It would give us the ability to obtain an active count of number of people in the library at any given time.
 - Deb will be meeting with ULSAC leadership to discuss structure and changes since COVID.
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IDEA Proposal

- This proposal was distributed via email to LMT members.
 - IDEA was charged with bringing in diversity programming.
 - Some suggestions were made for the wording on the purpose of the proposal.
 - The Committee wants to do a panel discussion on a specific film with the vision that it will be open to anyone on campus.
 - Accessibility programming for staff is still in process.
 - It was asked if we have made contact with someone from the LGBTQ Center on staff training.
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Summer Hours

- It was asked if the Summer Hours were finalized.
- It was suggested that the spreadsheet be sent to All Staff.

Action: Shannon will work on the summer hours handout and distribute to staff.

Action: Kathy will start to work with Cindy on the fall hours.

Vice Provost position

- Deb has been named Vice Provost for Libraries.
 - Deb will send an announcement to All Staff and a campus message will be sent tomorrow.
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Next Meetings

Tuesday, May 17 @ 2p LMT

Tuesday, May 31 @ 2p LMT