

Library Management Team Meeting

Information and Action Items

Tuesday, May 17 2022

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Chris Pryor
Ernest Shaw
Shannon Cary

Support: Jacqueline Eiben
Guest: Jade Lemmon
Guest: Matt Gaunt

Donor Stewardship

- We want to re-think how we approach donor stewardship in University Libraries.
 - For example, our initiative on the QR Code project to recognize donors and give information about their projects.
- Plaque Wall - only includes endowment donors so it excludes some of our big donors.
 - Matt suggests taking the plaques down and establishing a new approach to recognizing donors in the Libraries.
 - One idea is using an interactive digital wall.
 - There is a strong desire that it reflects pictures of donor impact.

Action: Jade will work on researching some options and bring something back to LMT for future discussion.

Upcoming SAG Meeting Announcements for Vice Provost Report

- Deb asked Division Heads for remarks that can be included in her Administration Report. She would also like to know if anyone from LMT has any announcements they would like to make.
 - Corrie will make some announcements about FOLIO.
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Suggestion from SAG Officers

- A suggestion from staff was for all library staff to avoid meetings on Fridays.
- This initiative is supported by Library Management Team.
 - To be effective, it was suggested that we make this visible by management members exemplifying this culture shift.
 - It was suggested that we pilot this suggestion this summer with the intent for approving it through the fall as well.

Decision: Routinely scheduled meetings will be avoided on Fridays.

Deb's Report on her Meeting with Matt Martens

- Deb discussed the challenges with and commitment to and Samir Husni magazine collection procurement.
- They also discussed the position needs for University Libraries.
- Deb doesn't attend Dean's meetings but received some new insight at the Chair's meeting regarding Emeritus members.
 - It is an expectation of the Provost's office that Emeritus faculty have a current role at the Libraries. Emeritus faculty status has been awarded mostly so they have access to our electronic resources.

Outcome: Matt advised Deb to maintain our current approach and consider implementation of a revision in the future.

Deb Extension Visit

- Deb is attending a full day Extension Visit to four cities in central MO tomorrow.
 - This is a great opportunity to meet other Campus Leaders and focus on our impact to the State of Missouri.
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Upcoming Vacations

- Deb will be on vacation May 27 through June 13.
 - Deb will be on email every day.
 - Deb will assign an Acting Director.
 - Kathy will be on vacation during the beginning of August.
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E-Performance and Preparations for Salary Adjustments

- Appraisals are due for staff at the end of June.
- Kathy displayed the performance progression tool.
 - Typical time in position is a component.
 - We will need to wait for the Salary Guidelines to be published.

Action: Kathy sent the progression tool to LMT members.

Action: Kathy asked Division Heads to think about assigning staff to a quartile and skill level as they complete the performance evaluations.

Action: Division Heads will need to meet with Supervisors to collect performance information so that salary adjustments can be recommended by mid-July.

Water Outage in Ellis Reminder, May 23

- Monday is a water outage in Ellis and the building is closed to patrons.
- Remember to make preparations for work from home on Monday.
- Staff who will be working in the building will need to use water facilities in other locations.
- Staff will need to enter with a keycard and close door securely behind themselves upon entry.
- No one needs remote workspace in Health Sciences Library.

Action: Staff who want to work in Ellis should email Kathy.

Positions List

- Deb distributed a Personnel Actions List that includes interim removals, new positions and restructured positions, and positions we need to fill due to retirements.
 - Offer letter to Head of Journalism Librarian has been made. Announcement will follow background check.
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Next Meetings

Tuesday, May 31 @ 2p LMT
Tuesday, June 14 @ 2p LMT