

# Library Management Team Meeting

## Information and Action Items

Tuesday, September 16, 2022

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### *In Attendance*

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Deb Ward  
Kathy Peters  
Jeannette Pierce

Chris Pryor  
Ernest Shaw

Shannon Cary  
Anselm Huelsbergen  
Guest: Michaelle Dorsey

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### *Vice Provost Announcements*

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- Reviewed plans for covering Corrie's areas of responsibilities.

Action: Share with libraries staff.

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### *Disaster Preparedness Response and Recovery Manual 02022 revision - Michaelle Dorsey*

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Thank you to the Task Force for their work on this document: Joel Kramer, Kevin McFillen, Monique Fugate, Cindy Cotner, Chris Pryor, Kathy Peters, Michaelle Dorsey (chair).

Michaelle provided LMT with a summary of changes.

1. Document now refers to commonly updated directories and floor plans outside that document
2. University Librarian and LMT are first responders and will identify salvage team when needed. Recommendation to identify and name a "core team" identified by position. Michaelle, Joel, and Kevin recommended for core team. LMT will expand team depending on location and nature of the disaster.
3. Task Force recommends that document be reviewed annually. Need to determine who is responsible for initiating review.
5. Salvage priorities updated for most areas. Added salvage priorities for government documents. Will need to work with cataloging to generate lists of salvage priorities for the general collections in Ellis. Ernest will work with campus IT to update technology salvage priorities for Ellis.
6. Joel, Monique, and Michaelle inventoried supplies and are updating as needed.
7. Document includes spaces that can be used for remediation.
8. In addition:
  - a. A Disaster Hands-on training at UMLD - Michaelle and Kevin
  - b. Do we need additional budget for disaster preparedness - Kathy and Deb to consider
  - c. Desire to develop a more detailed libguide with "how to" type information - proposed core Salvage Team?

- d. We need new floor plans, especially for specialized libraries

Action: Kathy will look into this

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### ***West Stacks Project***

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Action: Jeannette will work with Shannon on a poster about the West Stacks Project to be placed in the empty display case across from the Circulation Desk.

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### ***Marketing Student Request***

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- Shannon asked for ideas for a student marketing project that could be accomplished as a course assignment.

Action: Shannon will work with Jeannette to come up with possible marketing project idea.

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### ***User Policies***

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- Shannon is working with Web Team to provide information about use policies on the library web site.

Action: LMT needs to continue to work on updates to internal library policies that are also listed on the web.

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### ***Search Committee / Interviews***

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- We are committed to online interviews for finalist candidates. Search committees can recommend short campus visits with candidates to follow the online interviews as needed. Chris is open to assisting with online interviews.
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### ***Next Meetings***

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Sep 20 @ 2-2:30 LMT