

Library Management Team Meeting

Information and Action Items

Tuesday, March 7, 2023

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Kelli Hansen
Chris Pryor
Shannon Cary

Ernest Shaw
Support: Jacqueline Eiben

Provost Budget Update

- The Provost approved a mid-year raise for staff due to compression issues that the minimum wage increase creates. Shared Services are doing PAF Paperwork on \$.85 hour raises.
- Letters will be sent when start date is approved.
- We will have a flat budget this year.
 - This includes a no journal inflation increase.
- Kathy encourages staff to attend sessions to new leave time policy. We are still receiving 10 days less a year but we will be able to keep accrued vacation.

SAG Update

- Mark Dietrich will present at SAG in March.
- Future meetings may include IDEA, Marketing Team Update, Carla Allen - Library Committee Chair, work life balance survey with James Hunter and Committees/Teams potentially each month next year.
- SAG will not meet in June and July.

Proposed Policy Change After-Hours Use of FSRDC

- Census Data Research Center is updating security and want to be referred to Missouri Federal Statistical Research Data Center.
- This change affects our Policy 59
- Kathy updates key card access for after-hours use of their space.

- Kathy submitted a proposed policy update with name change restriction for use during university breaks.

Decision: LMT approved these changes

Action: Jacqueline will update final version on website.

IDEA Proposals for Exhibits and Events

- It was noted that we have not always had a proposal process for exhibits.
- IDEA is asking if they should propose exhibits or just work with Marie.

Decision: IDEA can work with Marie and do not need to do proposals for exhibits.

Emergency Planning

- Today's tornado drill went well.
 - Fire Marshall updated the floor plan and map for safe locations.
 - Emergency action plans by each building indicate where we should meet.
 - Inclement weather for Ellis - meet in ground floor hallway
 - Fire Drill - meet outside by Lowry Fountain
 - It was recommended that Specialized Librarians update their plans especially HSL considering the upcoming renovations.
 - LMT members are encouraged to touch base with department heads to communicate specific emergency procedures for tornado alarms and active threats after Mark Diedrich presentation at SAG.
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National Network of Libraries of Medicine Guests

- We have some guests coming into town tonight.
 - Chris is hosting some meet and greets so they can see the HSL before it closes as well as Vet Med Library.
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Leisure Reading Collection

- HSL has a leisure reading collection indicated by a green label.
 - These books are not cataloged but will listed on a spreadsheet.
 - If other libraries receive the returned books, please send to HSL.
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Next Meetings

March 21 @ 2-3:30p LMT w/FOLIO report

April 4 @ 2-3:30p LMT w/James Hunter

April 18 @ 2-3:30p LMT