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.
  o Inclement weather for Ellis - meet in ground floor hallway
  o Fire Drill - meet outside by Lowry Fountain
• It was recommended that Specialized Libraires 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.

---

**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.

---

**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.

---

**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