

Library Management Team Meeting

Information and Action Items

Tuesday, May 30, 2023

In Attendance

Deb Ward
Jeannette Pierce
Kathy Peters

Kelli Hansen
Chris Pryor
Shannon Cary

Support: Jacqueline Eiben

Announcements from Vice Provost Deb Ward

- Kathy will be Acting Director June 2-9
- There are a lot of searches in process in addition to some one-time exceptions
 - A temporary, one year librarian position was approved to work on Husni Collection

Raise Guidelines

- No limit on 1% campus pool that can be requested
 - We need to request using our raise pool first
- Libraries merit pool includes promotions from Librarian I to II and the Provost's office covers promotions from levels II through IV
- Kathy went through the matrix and showed specific examples of what supervisors can consider for merit increase recommendations and how these would fit into the Quartiles
 - e-Performance scores
 - Length in position
 - Market rate compressions
- Kathy opened the floor for feedback and questions using the tool
- We need the e-Performance scores entered by June 16th, Acknowledgement by employee can be done later
- Any recommendations for use of the 1% pool or total 10% increase will require President/Provost approval
 - Staff raises will be implemented by Aug. 20
- Kathy asked for LMT vacation times that we would need to work around
- Chris asked for the 1:1 meetings with each of the Division Heads, Kathy and Deb to make sure everyone is on the same page.

HSL Update

- Steelcase Chairs will be absorbed by SOM
- HSL is experiencing their second run today.
- If you requested furniture from HSL it will be delivered tomorrow or Thursday.
 - Chris will let Sheila and Kathy know when each load leaves HSL.
- As of tomorrow, Chris will be the only person on HSL site.

Ellis Posters

- Shannon would like to look into updating posters in rooms like 114 as a summer project.
- There is some funding for this.
- We might want to look into using some more historical posters.

Decision: Kathy can work with Shannon to identify posters.

Museum Signage

- Museums will need some general wayfinding signs.
- Restrooms in Museums are not ADA compliant, and they would like signs to direct patrons to the Bookmark Café restrooms.
- It was asked if we need to update digital wayfinding signs in Ellis.
 - Ernest was looking into campus IT standards.

Decision: It was decided to hold off on new digital Ellis wayfinding signs until we make it through some upcoming space changes.

Searches Update

- **Systems Librarian** search is ready for recommendation to Vice Provost
- **Research and Instructional Services Librarian** Offer letters are ready to be sent
- **Cataloger Librarian** full-day interview is Wednesday, May 31st
- **Community Engagement Coordinator** full-day interview is Thursday, June 1st
- **AUL ACTS** full-day interview is Wednesday, June 14
- **Student Success Librarian** search have four potential full-day interview options mid to late June for two potential candidates.
- **Two internal staff positions** are being sent through HR for posting.

Next Meetings

June 13 @ 2-3:30p
June 27 @ 2-3:30p
July 11 @ 2-3:30p