Library Management Team Meeting
Information and Action Items
Tuesday, September 5, 2023

In Attendance

Deb Ward  Shannon Cary  Anselm Huelsbergen
Kathy Peters  Ernest Shaw  Support: Jacqueline Eiben
Jeannette Pierce

Announcements

• Today is Nicole Merzweiler’s first day as our Continuing Resources and Cataloging Librarian.
• Library Committee - Carla Allen will be Chair and Terri Hall will be the Vice Provost’s appointment.

Ellis Library Events Policies and Procedures

• Shannon sent an updated policy for events in Ellis Library.
• It was suggested that we update the website to be more visible for events, calendar, event form and policies and procedures document etc.

Assessment & Visioning project

• It was proposed to break apart the components for the Assessment Team, Marketing Team and Web Committee in this proposal to see what aspects our current groups can perform.
• The two Visioning items:
  o Metrics without quantification, like space, may be able to be addressed by the Assessment Team in the spring.
  o Documents from ARL and ACRL need to be addressed with a new group, possibly with a combination of LMT members and some department heads, to move into the visioning aspect of the project after the first of the year.
  o **Action:** Further discussion will occur with specific groups for this proposal.

Dumbwaiter
• The dumbwaiter has malfunctioned to the point that it is not able to be used.
• The stair lift continues to malfunction as well and is not a good permanent alternative.
• This will cause the West Stacks project to pivot to another floor that is more accessible without the dumbwaiter.
• Otis is looking into what manufacturer can supply the broken gear.
• Some work will progress by moving the focus to the fourth floor east stacks.

**Action:** Sheila will notify her contact for the stair lift to let them know that we will be relying on that more heavily in the immediate future.

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**Annual letters**

• Salary letters and contract letters have been distributed to University Libraries staff.
• If anyone has any questions or discrepancies, please contact Kathy Peters.

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**Next Meetings**

Rescheduled: Wednesday, Sept. 20 @ 1-2p (shortened)
Tuesday, Oct 3 Moved to Oct 10
Tuesday, Oct 10 instead of Division Heads
Tuesday Oct 17 Cancelled
Tuesday Oct 31 @ 2-3:30p