

Library Management Team (LMT) Meeting

7/23/2024 at 2:00 pm

Attendees: S. Cary, A. Huelsbergen, K. Peters, J. Pierce, C. Pryor, S. Pryor, E. Shaw, J. Thompson

Support: N. Whyte

Jeannette Pierce

Kara's start date is confirmed for September 16.

Climate Survey Update: With EAP transitioning to a third-party service (Optum), it's unlikely James Hunter will have a continuing role on climate survey. Jeannette met with Crystal Schilling on next steps. Crystal will collaborate with MU's staff pulse climate survey person to create a summary version of results – without verbatim comments – to share with LMT and others.

NEH/West Stacks Update: Gap funding was approved by campus, enabling the start of the design phase for the West Stacks renovation. Matt Gaunt is focused on fundraising efforts with letters to go out to donors in August.

August All-Staff Meeting: Discussion was held on whether to hold an August all-staff meeting and its potential agenda and format. August 22nd looks favorable. It was decided to meet virtually. Agenda items will include updates on Health Sciences and Journalism library, new staff updates and financial briefings.

Action item: Nicole to finalize date and send out zoom invitation for All-Staff meeting, collect agenda items, prepare slides.

Onboarding checklist for Kara: Discussion on creating an onboarding document for Kara. Items could include tours of specialized libraries, meetings with library staff, open houses for units, travel and conference considerations, space reports, distribution lists to join, MULSA updates, lists of meetings and groups that will be important to the VP position.

Action item: Nicole to work on list of onboarding plans to be reviewed by LMT.

Shannon Cary

Internal Communications Audit: Shannon shared findings from the internal communications audit and made recommendations for improving event awareness and communication methods. Staff are sometimes unaware of events going on in Libraries and surrounding areas which is becoming more challenging with events taking place in museum space. More information about events is now being included in News Notes with a link to event calendar at the bottom. A training opportunity could be provided by Nav to show staff how to find/use Libraries' calendars. Kathy suggested the events team could brainstorm how to get information to desk officers and others who handle daily questions from patrons about event locations.

Navigational Signs: Shannon reviewed signage plans to improve wayfinding to café, museums and exits in Ellis Library.

Committee Appointments: It's that time of year where committee assignments are reaching end of term. **Action item:** Shannon will send out a call for committee member updates.

Chris Pryor - Specialized Libraries Building Projects

Chris provided updates on the Journalism Library Door Project. Door installation has started and suspended operations are underway. Scheduled reopening of Journalism Library is now August 12.

Next anticipated door project will be for Engineering Library. It's a less intensive project and will potentially be scheduled toward end of finals week in fall.

Health Sciences Library Reopening: Furniture delivery expected to start in mid-October. Chris anticipates a soft launch reopening with limited hours for late October, with a full opening being planned for January 2025. Chris is moving forward with plans for a 24/7 study model for January. The grand reopening will be an important milestone to celebrate.

Kathy Peters

Salary recommendations have been submitted and approvals should come back in August for potential raises to be implemented on September 1.

Custodial Services has hired a new supervisor who currently has a limited staff. Requests should continue to be submitted to the MU Library Admin email address. Delays should be expected until custodial staff is expanded.

Café update: Campus Dining will service café in Ellis for fall semester with outside vendor coming in spring semester. Unknown if café will keep "Bookmark Café" name under new vendor or have a different name.

Next LMT meetings:

~~8/6 at 2:00 pm~~ CANCELED

8/20 at 2:00 pm

9/3 at 2:00 pm