

# Library Management Team

## Meeting Information and Action Items

Thursday, March 15, 2018

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### *In attendance*

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Ann Campion Riley  
Pat Jones  
Deb Ward

Kathy Peters  
Shannon Cary  
Sheryl Cullina

Ernest Shaw  
Jeannette Pierce  
Jacqueline Rash

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### *Budget update*

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- Budget discussion ensued.
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### *Engineering Librarian*

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- Noel Kopriva has been selected for the Engineering librarian.
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### *Engagement council update*

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- Grace is working with the Engagement Council for Libraries' input.

Action: Please respond to Grace's email and provide content.

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### *Telepresence Room update*

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- We will start opening the telepresence room at 7:30 am for an 8:00 am meeting.
  - Library Technical Services, LTS, has a developing relationship with MORENET around the telepresence room, so we are now responsible for support and weekly set-up checks.
  - Users experiencing problems are still encouraged to try the helpline before calling LTS.
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### *MULAC*

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- With suspected staff cuts, some are concerned that the workload adjustment will be increasingly difficult to meet.

- It is encouraged that employees and supervisors discuss priorities as well as reaching out to Employee Assistance Program and MyLearn opportunities to help work through stress.
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### ***ARL Membership***

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- Current measures for membership will start moving toward outcomes instead of inputs.
  - They won't immediately remove us from the list but have discussions and send letters for us to be able to show to administration over a three year period.
  - Two new ARL members are Virginia Commonwealth, Simon Fraser University.
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### ***Melon Grant***

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- Ann is speaking with Dorothy and Edward about the possibility of a Mellon grant related to archiving born digital material.
  - It looks good to ARL that we have received a Mellon grant in the past as well as other prestigious awards.
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### ***Sunday hours & card access log***

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- Kathy provided a list of people who have tried to get into the building before opening hours and do not have access.
  - These attempts are specifically focused on Sundays. We may want to keep tabs on the attempts and possibly open earlier on Sunday.
  - We could take it to ULSAC to see if they would support a fee increase or allocation for opening early.
- Decision: We would like to track it over a longer period of time.
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### ***AUL of SCARaB search update***

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- We have two candidates coming in during the first week of April.
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### ***Reallocation Committee***

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- University Libraries is considered a cost center. Cost center representatives will be asked to talk to the Committee about the expenses and priority for each department.
  - Ann will represent University Libraries when requested.
  - At some point the Committee will decide who and how much monies will be reallocated.
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### ***Mizzou Giving Day***

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- We raised \$138,500 and we ranked in the top ten for funds raised and participation. This means University Libraries will be listed on the website.
  - In addition, University Libraries won two social media challenges for additional funds.
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### ***Sign update***

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- Campus Facilities is currently in the process of fixing the sign inserts.
  - There are some standing, hanging, stairwell, safety and North vestibule signs that still need to be fixed.
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### ***NNLM coordinator search update***

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- Tues. Apr. 10 and Thurs. Apr. 19 we will welcome candidates to campus.
  - Presentations will be done through Zoom so administrators from other states can be involved.
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### ***e-learning lab***

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- Lab in 156 was created for Librarians to create content.
- Due to requests we will start to explore how we can start working with students.
  - There is a tab on the website now to request appointments.
  - This will start off as a pilot project to determine demand from students.
  - We will use statistics to help inform donors of our larger vision for digital media commons.

Action: Jeannette will ask Nav to send out a note to launch the new information.

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### ***Policy updates***

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- Policy 47 - [Prohibiting the Improper Use of University Libraries Space and Facilities](#)
    - Policy 47 and Policy 44 have different purposes, but are a bit redundant.
    - Jeannette proposes we revise 47 to be more inclusive of some information in 44.
    - Suggestions for policy name updates were given.
    - Suggestions for updates to Jeannette's policy attachment were given.
  - Policy 44 - [Policy for Responding to Disruptive Patrons](#)
    - Policy 44 has some useful language that Jeannette incorporated into Policy 47.
    - Jeannette proposes that we sunset Policy 44 and create a small group to review procedures related to dealing with disruptive patrons.
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### ***Trespass Update***

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- When police are involved with a trespass it applies for one year or in the rare case, is lifted by MUPD.

- During the recent incident, Pat sent the Security Log to LMT. Shannon sent out a trespass email to all staff with photo and dates of trespass. This will continue to be our procedure for communicating trespasses.
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### ***Designing Libraries***

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- We will need to think creatively about funding for ARL Designing Libraries conference this year.
  - Ann will appoint the Space Planning committee at an appropriate time, considering the recent cuts and lack of resources for designs.
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### ***Moving Kiosks***

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- Shannon suggested to that we move the Kiosks so they are in less cluttered locations. SFAC decided to move the kiosk across from Digiprint to the elevator lobby. And relocate the one at the top of the West entrance stairs to beside the Reference pamphlet holder.
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### ***Guest computing access***

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- Small task force has been discussing the use of guest computing access in a designated area.
  - There are now more options out there that LTS is considering than previously available.
    - Using one of these stations would help save LTS resources.
    - We want a practice that will align between specialized libraries and Ellis.
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### ***Copyright policies***

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- We will want to reexamine the copyright policies and consider them in light of our peer libraries.