

# Library Management Team Meeting

## Information and Action Items

Tuesday, December 04, 2018

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### *In Attendance*

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Ann Campion Riley  
Corrie Hutchinson  
Pat Jones

Ernest Shaw  
Kathy Peters  
Shannon Cary

Deb Ward  
Anselm Huelsbergen  
Jacqueline Rash

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### *December 24, 2018*

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- We will be open.
- We will need to find a security staff person to cover the hours.
- We will need to request a student worker.

Action: Pat will ask Cindy if there is a Circulation student worker that could cover the North Entrance.

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### *Faculty Research Offices and Space Heaters*

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- Space heaters are not allowed.

Action: Jacqueline will add this to the FRO policies online and update internal application form. Jacqueline will also email all occupants to notify of the update.

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### *Faculty - Alumni Awards Nominations*

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Action: LMT members are requested to send nominations to Ann.

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### *Participation in Library Impacts Pilots & Practice Briefs*

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- Jacqueline re-sent this email to LMT members.
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### *Minimum wage increases*

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- Discussion ensued about possible options for student worker wages:
  - Aligning the possible increase with the current pay structures for internal departments was discussed.
  - Raising only required employees to the new minimum was discussed.
- It was noted that this increase could affect potential raises in September in some way.
- The new MO minimum wage does not apply to the University, so there is a possibility that the University will continue to pay the federal minimum wage.
- The Libraries must wait for official guidelines from campus HR before setting wages with new and returning students for the Spring 2019 semester

Action: Kathy will send a note to hiring supervisors that at this time we cannot relay the minimum wage they will receive as we need to wait for more information from the University.

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### ***Winter Break: Part 1 Time and Labor Reporting***

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- Monthly time approval employees need to enter winter break time now.
- Flex schedules need to be reviewed one by one. Send names to Kathy of staff that is benefit eligible but have flex schedules so we can review them individually. Kathy will follow up with campus HR on possible flex schedule options.
- Holiday pay or winter break leave for non-benefit eligible employees should not be recorded. These employees should not work and will not get paid. They need to plan accordingly.

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### ***Fiscal Update***

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- At this time we usually have projections for the next fiscal year.
- We may have a structural update to the benefit allocations for the next fiscal year.

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### ***Collections Budget***

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- The Provost's office has given their commitment to cover our collections deficit at the end of the year.

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### ***Budget model update***

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- The new revenue driven budget model is recommended to be piloted next year and will take effect for FY21.
- Departments keep track of their own revenue and need to raise their own funds from services they provide.
- Tiered tuition is a factor that is being considered in this model.

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### ***Next LMT***

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- December 18, 2:00 p.m. - 3:30 p.m.
- January 15, 2:00 p.m. - 3:30 p.m.