

# Library Management Team Meeting

## Information and Action Items

Tuesday, February 12, 2019

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### *In Attendance*

Ann Campion Riley  
Corrie Hutchinson  
Pat Jones

Ernest Shaw  
Kathy Peters  
Shannon Cary

Jeannette Pierce  
Anselm Huelsbergen  
Jacqueline Rash

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### *Visual Art and Design Showcase*

- University Libraries were asked to host materials from this Showcase which is being held in Jesse this week.
- University Libraries chose a few pieces for potential display in Ellis.
- We will work with the student to display their artwork in one of our display cases.

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### *Campus Closure Guidelines*

- If time periods in campus closure announcements lack information we are advised to default to 12:01am to 12:00pm.
- Emails will follow initial announcements and will contain more information.
- Discussion ensued as to what flexibility the Libraries have in emergency closure decisions.

Decision: in the event of a campus emergency closure, library employees have the option to make up time with supervisory discretion

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### *Non-Tenure Track Guidelines*

- NTT appointments and possible changes were discussed.
- Annual evaluations will be required with recommendations on re-appointments even if multi-year contracts are issued.
- Current CRR on this does allow three year appointments for some individuals.

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### *Administration Position*

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- We have recently been notified that there isn't anyone on staff that they can appoint to us as a shared HR Position, at this time. Therefore, campus HR will recruit for this shared position.
  - To alleviate workload and streamline responsibilities, it has been proposed to add a Receiving & Facilities Coordinator position.
    - With all of the facilities upgrades due to the student fee, campus entities moving in/out of our space, new depository and space consultant, etc. we will be seeing an exponentially higher workload for facilities and operations in Ellis.
  - Discussion ensued as to the proposed duties and responsibilities of this position.
  - Edits were suggested to the proposed position.
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### ***Proposed Student Experience Center***

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- Proposal was distributed to LMT.
- Ann has received security that the depository addition will be built with 7 Million dollars funding from the campus.
- Discussion ensued as to the details of map designation.

Action: Ann will send a note to All Staff in regards to this memo.

Action: LMT was asked to review the Space Inventory plan and provide Ann with feedback for her to send to Gerald Morgan.

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### ***Next LMT***

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- Tuesday, February 26 from 2-3:30 PM