

# Library Management Team Meeting

## Information and Action Items

Monday, April 8, 2019

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### *In Attendance*

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Ann Campion Riley  
Corrie Hutchinson  
Ernest Shaw

Kathy Peters  
Shannon Cary

Deb Ward  
Anselm Huelsbergen  
Jacqueline Rash

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### *Libraries representative to Chair's Council*

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- Deb Ward's term on the Chair's Council is ending.

Decision: Ann will ask Jeannette to serve and Corrie has agreed to represent University Libraries if needed.

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### *Iron Mountain Proposal*

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- The moving quote was distributed to LMT.
  - The quote will provide important information as we move forward with the Depository Expansion.
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### *FY 20 Budget*

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- University Libraries has been issued approximately a 3% decrease in General Revenue Allocation which is equal to a \$500,000 budget cut.
  - If we don't have a commitment by July 1<sup>st</sup> we might assume we won't have the gap funding to cover journal inflation.
  - Discussion ensued as to the impact of the four campus Open Access recommendation and our Collection Steering Committee's subsequent decisions.
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### *Auditorium renovation*

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- Foundation work will begin May 20<sup>th</sup> and will be completed in time for fall semester classes.
- They will install seismic meters to monitor stability moving forward.
- As a result of the foundation settling in the Ellis Auditorium, we will need to shift some collections on each floor of the West Stacks to make room for the workers and materials.
- Discussion ensued about what areas of materials need to be moved to UMLD.

- Security measures in light of the construction were discussed.

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### ***Facilities Project Coordinator Position***

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- This position has been offered and accepted. We are waiting for HR to finalize details.

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### ***Head of Security***

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- Dana has been named as Head of Security.

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### ***Travel Budget***

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- We made some adjustments in order to cover travel requests for the spring meetings.

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### ***Termites in ACTS***

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- Termites have been found in ACTS.
- Campus facilities reported it extending inside the wall from preservation to digital services.
- Facilities are looking into abatement and extermination options.

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### ***Library Fines team project***

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- A Libraries fines team has been initiated to look into the complexity of the current collection / reimbursement process.
  - Since bursar feed goes one way, it doesn't report back to us when a fine is paid in the Cashier's office.
- Forgiveness after a certain period was discussed.

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### ***Sending withdrawn materials to surplus***

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- Surplus is ready to receive withdrawn materials.
- Corrie and Kathy are establishing a workflow concerning staff, forms and spaces.
- Withdrawn items can be offered to other libraries in the system.
- Withdrawn items that happen to be offered to faculty do not need to be sent to surplus.

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### ***Summer Hours***

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- Summer hours were distributed.
- Edits were suggested.

Action: Shannon will send them to staff at specialized libraries and will ask for feedback.

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### ***Annual Report***

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Action: Shannon will send out the updated Annual Report.

- Comments for edits are encouraged.
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### ***Student Positions***

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Action: As student workers graduate, staff members can contact Nicole to post student jobs.

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### ***International Fellowship Proposal***

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- Program was outlined and attachment was distributed.
- International students can be matched with our student positions.
- We commit to the student for one year but can hire them back if desired.
- Awards will be at minimum wage and 10-20 hours per week.
- Discussion ensued as to the restrictions of the program if a student doesn't work out.

Decision: It was determined that University Libraries will request four International Fellowship students.

Action: Kathy will get more information as to the hiring manager's role in the student selection process.

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### ***Software rollout***

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- The rollout pertains to software that is currently installed on computers and offers the ability to be picked up and updated automatically and at a time convenient for the user.
  - An administrative password is no longer needed.
- Rollout will occur April 17.

Action: Ernest will work with Shannon on communication piece by next Monday.

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### ***UMLD Expansion***

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- It was determined that we need to start a Libraries depository team meeting incorporating key LMT members and Kevin.
- Discussion ensued as to the approach and direction of preparation for this first meeting.
  - It was established that members should send their structured ideas to Kathy by Monday of next week and she will forward them to Pamela Eugster's team.

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***Next LMT***

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- Tuesday, April 23 from 3-4:30 PM
- Thursday, May 2 from 2-3:30 PM