

Library Management Team Meeting

Information and Action Items

Tuesday, April 23, 2019

In Attendance

Ann Campion Riley
Corrie Hutchinson

Kathy Peters
Shannon Cary

Deb Ward
Anselm Huelsbergen
Jeannette Pierce

Student Budget Reports

- Kathy and Nicole are working on a new version of the Student Budget Report, which was shared with LMT. There were a few suggestions for improvement, such as removing any unnecessary information. It was noted that there would be separate reports for work study student.

Action: Kathy will make suggested changes to the report and share with student supervisors for additional input.

Policy 52: Ellis Library Staff Lounge

- The newest version of the policy, with changes suggested by LMT and MULSA, was shared with LMT.

Action: Kathy will send to Staff Advisory Group for discussion at their next meeting.

Display Cases in 403

- There are twelve unused display cases, which came from the reading room, being stored in 403 Ellis Library. The ceiling needs to be repaired in that room (and room 404), so the cases need to be moved.
- Possible uses for cases were discussed, such as putting them in room 114. This would need to be discussed with students.

Action: Kathy will have the display cases moved downstairs while a decision is made about where to put them.

Annual Report Process

- Shannon stated that the FY18 Annual Report is almost finished, but in the future she would like to work more closely with LMT to make decisions about content for the report.

Action: Shannon will work on production calendar for FY19 Annual Report and share with LMT.

Celebration of Service

Action: Ann requested LMT members send ideas for major Libraries accomplishments that she can share with staff at Celebration of Service. Please have ideas to Ann at least one week before the celebration.

My Performance

- Supervisors are supposed to finish evaluations in MyPerforamance by end of April, then Ann will review. Supervisor evaluations for My Vita are also supposed to be done by end of April.
 - There was a question about when new HR position would be filled. Kathy reported that campus HR had not interviewed candidates yet.
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Space Consultants and Movers

- There will be a follow up meeting with Shepley Bullfinch, the space consultants, on May 3. This will give them and LMT a chance to ask more questions and clarify things.
 - LMT will also follow up with Iron Mountain in early May. Ann will be talking to the Provost in mid-May and will discuss the moving estimates with her.
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ESFAC and One Stop Shop

- There is still no timeline for moving forward with the One Stop Shop in Ellis Library. ESFAC has identified possible spaces that could be used by technical services staff that are displaced, but no definitive plans have been made. Shepley Bullfinch is also looking at this issue and may have some ideas.
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Personnel Structures and Issues

- LMT discusses personnel issues based on current staffing needs.
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Next LMT

- Thursday, May 2 from 2-3:30 PM
- Tuesday, May 21 from 2-3:30 PM