

Library Management Team Meeting

Information and Action Items

Thursday, July 18, 2019

In Attendance

Ann Campion Riley
Ernest Shaw
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Deb Ward

Felicity Dykas
Shannon Cary
Jacqueline Rash

Conference

- LMT suggested attendees for the Designing Libraries VIII conference.
 - Budget will be consulted to send 2-3 members.
-

Salary and Wage Guidelines

- Kathy sent comp ratio email out.

Action: Please send your recommendations to Kathy by the end of the month.

Carrel closure timeframe

- Glovecon has been hired to work on west stacks project. For one particular tricky task, they are still debating if they will subcontract or do the work themselves.
 - Oct. 6 is their deadline to finish all work.
 - We are waiting for feedback on when the inside work will be finished so that the stacks might be opened to patron use again.
-

Visio

- Libraries is licensing Visio for floor planning and the creation of flow charts.
- Felicity, Jeannette, Kathy, Corrie, Deb/Gayle and Sheila will be recipients for licenses.
- August 1st is deadline for staff floor plan proposals to be sent to Gerald Morgan. This tool will help staff create these floor plans for Campus review.

New Bookshelf

- Books on the low shelves by the reference desk are hard to view.
- It has been recommended to return the new books to the shelving unit in the colonnade by the newspaper stacks.

Action: This request was approved and Shannon will put it into News Notes.

Student Wage Guidelines

- Level I and II standards were previously emailed.
- Level I is basic skill set with wage set at \$8.60 per hour. In spring it will increase to \$9.45 per hour.
- Level II is a higher skill set at \$9.60. In spring it will increase to \$10.45/hour.
- Most students are considered Level I but LMT members are asked to provide names of Level II students.
- LMT discussed implementing a \$0.25 increase per year of service, instead of by job level.
 - However, it was decided that increases should be structured and simple due to the annual increase for the minimum wage.
- We currently employ 141 student workers and expect to hire 175 in the fall.

Action: LMT members were asked to give Kathy the number of hours offered to student workers you will employ at levels I and II for each semester.

Committees

- Appointed members were listed and agreed upon.
- Charges can be determined by Chairs at a later date.

Action: Jeannette will give the list to Nicole Whyte who will send out the official invitations.

HR Specialist

- Brenda Slade will begin training with the Libraries next Thursday afternoon.
 - Introductions were set for her orientation/training.
-

Fall hours

- It was requested that LMT determine if 24 hours will start at the beginning of school or after Labor Day.

Decision: It was determined that going 24 hours after Labor Day was acceptable.

- Edits to fall hours were discussed.

- Thanksgiving week: close at 5p Wednesday, both Saturdays we will be open 10:00am -2:00pm.
- University Holiday: Friday November 29th.
- Christmas: Close 5p Christmas Eve, until 8:00 am on Jan. 2

Maintenance Service Attendant

We are finalizing the Maintenance Service Attendant hiring paperwork.

Building Coordinator

Send facilities and surplus requests to MULIBRARYADMIN and Sheila will respond to emails.

Consider sending items to surplus as we envision these upcoming moves.

Action: Deb will get with Sheila to plan the fourth floor HSL move.

Upcoming Meetings

Shepley/LMT: 7/24/19

Retreat 7/30/19

LMT 8/13/19

All Staff 8/15/19