

Library Management Team Meeting

Information and Action Items

Tuesday, March 24, 2020

In Attendance

Deb Ward
Ernest Shaw
Kathy Peters
Shannon Cary

Corrie Hutchinson
Kate Anderson
Jeannette Pierce

Support: Jacqueline Rash

Response to Stay at Home Order

- It was noted that this community closure extends the directive past one week from when the University has designated its closure.
 - It was advised that we wait for notice from the University on their response.
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Telework Forms

- It was requested that Telework forms be reviewed to compile a list of work equipment that was taken home.
 - We need to load the list to box so Library departments and the Provost's office can review.
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Administrative Leave

- Discussion ensued as to if we might obtain Administrative Leave now that our building has been closed, especially for those caring for others while working from home.
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Workload

- It was also suggested that we create a document listing a community pool of work to be shared with others so that we can continue to provide staff with a reasonable workload.
- Brainstorming for professional development for librarians, staff development, wellness ideas were exchanged.

Provost meetings

- The Provost meetings Deb has been attending have been focusing on resolving testing challenges for students and graduation options.

Town Hall

- It was suggested that LMT host a weekly Town Hall to answer questions from staff.
- It was also suggested that Deb hold office hours virtually.

Decision: The Town Hall format was preferred and a meeting was set for 1p tomorrow, Wed. 3/25/20.

Performance Review Extension

- Deb has asked for a two-week extension to complete the myVITA performance reviews

Decision: This request was granted.

Next LMT

- Tuesday, April 7, 2:00-3:30pm
- Tuesday, April 21, 2:00-3:30pm