

Library Management Team Meeting

Information and Action Items

Tuesday, May 5, 2020

In Attendance

Deb Ward
Ernest Shaw
Kathy Peters
Shannon Cary

Corrie Hutchinson
Kate Anderson
Jeannette Pierce

Support: Jacqueline Rash

Committee Appointments

- We will need to look at the current appointments and see what we continue to need.
<http://libraryguides.missouri.edu/staff/committees>
- Staff Advisory Group will need to continue as currently structured.
- It was suggested that we separate those that have elections and those that are appointed by LMT.
- Some campus departments are holding on appointments for appointed committees but are moving forward with elected positions.
 - If this is adopted we will need to extend terms and update the website.
 - It was suggested that we extend all appointments by one year.
- ESFAC could be disbanded temporarily because it is hard to accomplish tasks when we are under work from home orders. We also now have the Libraries Space Planning Committee to structure some, although not all, of the space needs.
 - Short term Teams can be established according to need.

Action: Kathy will clarify with Shelia.

Decision: We will let committee appointments continue into the next year and extend appointments by one year.

Collecting info- changing work during COVID-19

- It was suggested that we may want to collect information about how work has changed during the work from home status due to COVID-19.
- One interest is Service Statistics and to compile what specific factors have caused these to change.
 - LibGuide usage, gate counts, e-reserves, website usage, and proxy statistics.
 - Support questions for remote teaching can also be evaluated.
 - Faculty will be asked to update their teaching modes through a written summary.
 - We may need to add statistics about curbside pick-up.
- Various LMT members expressed interest in different particularities toward this endeavor.

- It was suggested that we brainstorm about things we did to facilitate the work from home status, which we will at some point need to undo.
 - Shutting down MOBIUS was an un-precedented state-wide decision.

Action: If you think of other ideas please share with Jeannette or Shannon to discuss in Assessments Team.

Memberships

- Memberships need review as we will make payments out of our collections budget.
- Corrie shared a Membership spreadsheet.
 - Corrie would like feedback on the list detailing what benefits we get for the memberships we have.
 - It was suggested that we separate the memberships according to collections or other types.
- As we are an ARL institution we may want to keep these memberships due to a philosophical stance that ARL institutions support such organizations.

Action: LMT members are asked to add specific comments on the document that Corrie will place in Teams.

Acknowledgement graduating student workers

- Due to the reality of the situation for student workers, we may want to do a general recognition for all the student workers.
- As University Libraries offers a gift to graduating seniors and an additional certificate to those who have been with us for four years, it was suggested that we ignore this past work from home time where students were unable to continuously work.
- We would need to get permission from students to post their names on social media to thank them for their service.
- It was suggested that we do something to thank our students on the virtual 24-hour graduation celebration.
- ACTS and Vet are going to do something internally.
- It was determined that it is not feasible to provide mugs through the mail.
- The University plans to acknowledge graduates in the fall. It was suggested that we connect with the students at that time.
- HR will have to run a list of graduates. We could do a virtual certificate.

Decision: University Libraries will give email certificates to graduating seniors who have been employed at the Libraries for four years. If they come to the celebration in the fall we can connect with all seniors to receive their mug/candy gift. Departments are welcome to recognize students individually as well. It was also proposed that we confirm address of those who don't attend the fall celebration and mail those few mugs.

HathiTrust curbside pickup

- We are currently in a HathiTrust emergency access mode.

- It was questioned if we should turn off this access once we are able to offer curbside pickup. Then our curbside process would have to include a step to restrict print materials if it is available in HathiTrust.
- Clear messaging will be a necessity.
- 50% of our collection is already in HathiTrust.

Decision: Materials will remain available through HathiTrust through the summer. If we have a duplicate print material it will not be available for curbside pickup; the digital version will be provided. HathiTrust will be turned off as soon as we open doors to patrons.

Next LMT

- Tuesday, May 19, 2:00-3:30pm
- Tuesday, June 2, 2:00-3:30pm