

**University Libraries Weekly Town Hall**  
**April 29, 2020**

Attendees: 87 University Libraries staff members attended through Zoom

Deb Ward welcomed everyone and said these town hall meetings are a wonderful way to check in and see everyone. We get to say hello, touch base on what is happening and get a feel for the bigger picture. She did not have much to add to what has already been said and what has been in the news. There are a number of planning groups across campus as faculty begin to implement what needs to be done, for example, how to do a lab or how we handle service learning in a distant environment. She said it is Dr. Choi's desire to have campus open this fall with a degree of caution since we don't know what Covid virus will do. We will make plans, but we must be patient and plan in more than just one way. The university is not alone in this. Educational institutions across the country are grappling with when and how to reopen safely. The library has a services planning group that includes the division heads, and some of the department heads from the specialized libraries, working on creating a sequencing plan for repopulating the libraries work areas. We now have permission for six individuals to go back into their work spaces, at least part-time, beginning May 11. They will be contacted soon by their supervisors, if that has not already happened. We've identified our next group of six and will put in a request in mid-May to, hopefully, get them be back in the libraries by June 1. We are looking at other groups to safely bring back who are not able to work from home but our intention is to keep most people working from home due to safety concerns. We will be able to better plan when we hear definitive dates from campus.

In terms of the budget, so far, the news we are getting is not terrible, but we will have to make some changes to meet the 12.5 % reduction this fiscal year, a reduction Dr. Choi has indicated might be permanent. There may be another withholding coming so we do not yet know what that would mean for collections and E&E. The good news is that we are saving money on travel so we have some money to shore up other areas where we are short. Division heads are discussing how we do things and we hope to have minimal impact on staff. Deb will be making a public statement to campus regarding the impact on collections/journals. She wants to do this in advance of the Library Committee meeting in mid-May.

Deb asked everyone to try not to be anxious as we work thru staffing and funding issues. We value our staff as our most important resource and are already at minimal needed to get the work done. We are all in this together; we may need to make changes on how we do our work, such as moving staff around, so please be patient as we work on this.

She asked Shannon Cary to talk a bit on the Celebration of Service and then have other LMT provide their reports. Shannon explained, for the benefit of new staff, that each spring we celebrate library employees passing 5-year milestones. This year we will do it virtually. We have not finalized plans but are looking at a couple of ways to celebrate. We do not have a complete list of employees yet from HR, but we have set a date: May 28 at 2pm. After we do announcements, we will do a zoom game. This will be a time to socialize and just enjoy being together. She welcomes any thoughts or suggestions.

Jeannette Pierce reminded everyone that she still needs the statistics for the library. The reports are based on the fiscal year so it will soon be time to compile stats for FY20. The assessment team is working on implementing SpringShare's Libinsights tool as the primary platform for collecting statistics next year (FY21). It should be up by July 1 and will offer more flexibility on working with stats and displaying the info in visual ways.

Special collection has been working on a new website that includes digital archives of some of their exhibits. Please explore the website <http://library.missouri.edu/specialcollections/>

There was a recent NewsHub post on using the e-book collection <http://library.missouri.edu/news/resources-and-services/how-to-find-ebooks-at-mizzou-libraries>

Nav has re-organized the recording and tutorial page, making it easier to navigate. New features include 3 new videos: Resources during the COVID-19 Outbreak (prepared by Rachel Brekhus); a page with Videos about the Libraries; and a page with Librarians and Patrons interviews. <https://libraryguides.missouri.edu/recordingsandtutorials>.

Jeannette reminded everyone that finals week is coming up. Most librarians are done with teaching, but students will still be finishing up projects and papers. Please remind students the librarians are here to help.

Felicity has been working on the Undergraduate Research Forum which will be held virtually May 1-16. There were 180 submissions. Dr. Choi created a video welcome to the forum and one of the first things he said was to thank the digital library for supporting a virtual forum this year. Here is a link to his welcome: <https://dl.mospace.umsystem.edu/mu/islandora/object/mu%3A423286>. The forum entries will each have a new comment feature. Here is a preview but please wait to comment until the forum begin May 1. <https://dl.mospace.umsystem.edu/mu/islandora/object/mu%3A423201#comment-4894490531>

Deb said that HSL is celebrating a milestone. We just processed our one millionth ILL request. Diane Johnson said she told Caryn and Katy to go lie down before starting on our next million. Chris Pryor said that all the building projects at HSL have gone silent. She is waiting to hear if design and construction can get in while staff is still out but she is not optimistic. Circulation continues to help patrons and do other tasks to keep everything moving.

Dorothy Carner said that after hearing what Vet Med and HSL were doing with e-books, Sandy and Sue are working on a broad and a narrow lib guide. Journalism has been investing in e-books for two years. Dorothy looks through the syllabus for each class and purchases e-books that are required. The lib guides will identify unlimited resources and e-books by category.

Kate Anderson did not have anything specific to report on the sciences libraries. She thanked not just the sciences library team, but everyone as we continue to work in a remote environment.

Corrie Hutchinson said Technical Services is still trying to find out what normal looks like in a work from home environment; we seem to be doing a lot of emergency responses. It has been budgets, budgets and more budgets. We are working with the selectors to prepare for cuts to the collection. Please let Tech Services know if anyone needs help with e-resources, especially in purchasing, cataloging. She said we are trying to stay positive until we are back and can do Mobius again. The expansion is still happening and we continue to work on that.

Ernest Shaw reported that most requests are being handled. Deb thanked the LTS team for being consistently there when we run into problems.

Kathy Peter reported the budget is going well. We have already met two of three steps; the third step being the big reduction. In the initial rounds of cuts for FY21, we exceeded with expenditure deductions by finding other ways to cut corners. Our proposal is going to the Curators without touching staff. We still have to work with Corrie to see where we are on the collections side. May 13 is the deadline.

Kathy explained that determining the FCCRA hours a student gets is not simple. Ideally, if a student worked consistently 10 hours a week, then they would get 20 hours of FCCRA. It is almost never that easy because we had spring break, Christmas break, etc. That is why many of our student allotments don't match their regular work week. We completed last period ending April 18 as best we could and will apply any remaining hours to this current pay period. Supervisors do not need to be concerned with populating the fields – we will take care of it. We are also sending out notices that though we value our workers, there is no more work available. We know there will be exceptions. If anyone has a student that must work this summer, please let HR know so we don't send a "no work available" notice. We will share information with you as soon as we have any. If students have questions, it is best for them to contact HR or Brenda directly. Kathy asked that supervisors do not take it upon themselves to try to interpret to their students how HR filled out their timesheet. We did our best to apply all the hours each student got. If they have questions, they need to talk to us.

We have no date for opening back up and Kathy suggested that supervisors tell their students that if they want to come back in the fall to keep in touch with their supervisor. We will share things as soon as we know. Right now, we are closing appointments and trying to figure where and when we can open appointments. She thanked everyone for their patience. Corrie said she submitted who she would like to come back and asked if she had to send it again. Kathy said for those who have already told her who they would like back, she will be sharing the list with Division Heads so everyone is on the same page.

Brenda Slade posted a summary in chat of how FFCRA is calculated. UM system will take the average of your hours over a two-week period, over the last six months, and will pay you for those hours. If you have childcare issues, in order to be eligible, you have to have at least 30 days of employment and it is limited to 12 weeks total for the FMLA year. First two weeks unpaid or FFCRA Paid sick at 2/3rds regular rate (max of \$200 per day & \$2,000 total) or existing PTO at regular rate but not both. Please note that if you have already used all of FFCRA due to shelter in place, this may not be available to you. If you have only used part of your allotment, then you can use your balance. Next, you use available PTO until exhausted – there is an option to use 15 days unaccrued vacation. Then you use FFCRA FMLA at 2/3rd pay. Brenda said she hopes this helps and will be in touch with people with childcare needs. We can look up what you have and see how it would play out. Kathy said that the landscape is changing so much especially with childcare. It is very complicated and we will have to work on it with each person that needs it. If you think you will have childcare needs, especially with summer coming up, let us know.

We are working to preserve staff as best we can but we will need to have conversations with anyone not able to work 40 hours, as well as our part time people. We want to give you tools on what to do while we are in this limited closure. How you can fill your day, how to get paid, how to manage benefits. If you get a notice before we meet with you, remember there is still lots of options for pay and benefits, though we might have to change a bit on how we manage things.

Deb said that while there is no official date for a return to campus, she has seen June 10 floated around on various websites. It may be since we are not having in class courses this summer, we may not be returning to campus until near the start of the fall semester. She advised everyone to pay attention to the news. Things are uncertain and unknown and we just have to work with the situation as it unfolds. She thanked everyone for dealing with this with good will and good humor as we move forward.

Brenda said if you have applied for FCCRA and used hours for SIP – or maybe you haven't used any hours – you must reapply going forward now that SIP will be lifted. Everything done to this point has been based on the SIP. This time you must submit your request on the form and any hours left in your original pot will be used for the situation you now find yourself in. Terri asked if we need to do NER

again. Kathy said she thinks they will but would need to confirm. Brenda said that if someone is terminated in the system then we would have to do all the forms again if we bring them back.

Meeting adjourned at 1:39