

Library Management Team Meeting

Information and Action Items

Tuesday, June 16, 2020

In Attendance

Deb Ward
Ernest Shaw

Shannon Cary
Kate Anderson

Corrie Hutchinson
Support: Jacqueline Rash

Fall Communications Issues

- This item was tabled for a future meeting with all LMT participants
- Shannon is also working on an advertisement for the Missourian's back to school issues that needs to address all students. Feedback on what we should include was pursued.
 - The document from William Stackman's Scenario Planning group meeting that Deb attended this morning should be helpful in aligning these services across campus departments.
 - There will be a kit for each student with mask and hand sanitizer.
 - There is also a group working on a communications kit that includes messaging for our boards and possibly Truman the Tiger reminder stands that asks students to be responsible with maintaining safety which will be outlined in the revised Code of Conduct.
 - Curbside service has been arranged and will begin July 1.
- A "belonging message" was introduced as an idea to help users feel welcome in the Libraries. Conversations will continue so that we can address any concerns around specific phrasing or other implications.

Diversity Statement

- The diversity statement on the Libraries employment page might need a refreshment. It is a statement we have been asked to use from Campus HR. It was suggested that we work with Campus HR to bolster the statement. We might also want to link to the [IDE website](#) and /the [University Nondiscrimination Policy](#). It was also suggested that we include the list where we advertise for positions on the Staff Website as it can support our intention to hire a diverse workforce.

Summer Planning Philosophy and Principles

- Deb wanted to acknowledge that concerns from personnel have arisen and inconsistencies have been noticed by herself as well as library staff. Perspectives keep changing on the guiding principles that were offered at the beginning of the Stay at Home Order regarding encouraging people to stay home as long as possible. It was maintained that it still is a benefit to campus for people to stay home as long as possible. It could also be viewed as a poor choice in running a University as well as some doubt was placed on the productivity of work from home. We seem to be getting mixed messages from Administration. Some staff don't feel safe coming back to campus due to different interpretations in safe workplace practices. Deb has given the report that some staff are returning to campus while most of our staff are working from home. It was affirmed that work is getting done while we work from home.
 - It was asked what is going to qualify as "uncomfortable" coming back?
 - It was noted that Campus HR is working on a process for review. The planning guide for supervisors is available at:
<https://collaborate.umsystem.edu/sites/hrpublic/documents/GEN/CURRENT/COVID19-ReturnWorkplaceGuide.pdf>
 - The point was made that the time we are on campus is condensed, high-paced work to adhere to the goal of being on campus as little as possible.
 - We have both needs; work that can only be done on location and work that can be done at home and we need to be able to serve all of our patrons. It was Deb's hope that these concerns can continue to be discussed.
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Computer Labs

- Ernest has asked for team leadership to report all computer labs, centrally and non-centrally located labs. Ernest was wondering if Ellis 213 and 4D11 can/should be reported. Discussion ensued and Ernest was referred to Jeannette to provide input. More clarification was requested as to if the request pertains to labs that accommodate MyZou coursework or all labs.
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SSC

- Jim Spain wanted to look into using space at the library and Ellis 114A was offered. It was later determined that Dr. Spain's needs could be met by moving into former State Historical Society space with some temporary partitions for the fall while funding for moving the entire Student Success Center is still under discussion. Gerald Morgan has approved this move with limited funding.
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Shifting Stacks

- It has been proposed for some part-time employees to be brought back on campus so that materials in the shelving room can be re-shelved and become a more temporary holding space as originally intended.
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Staff Development Committee

- It was suggested that there be an avenue to receive feedback from staff about concerns they might have about coming back to work. SDC will do a presentation in the near future to facilitate this discussion and receive feedback as well as offer resources for those experiencing anxiety.
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Supplies

- It was asked if staff will get masks from campus like the student packs mentioned earlier. Deb thought the large order would leave enough for staff as well. It is also desired to review supplies for library staff and see if we are prepared to welcome staff back with enough sanitation supplies.
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Next LMT

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