

# Library Management Team Meeting

## Information and Action Items

Tuesday, July 28, 2020

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### *In Attendance*

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Deb Ward  
Ernest Shaw  
Jeannette Pierce

Kate Anderson  
Kathy Peters

Corrie Hutchinson  
Support: Jacqueline Rash

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### *General News*

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- Heath Immel met with Deb to discuss the Campus Space Student Scheduling System. He wanted to know how many chairs are available for Online Classes. We don't have a mechanism to reserve open seating.
  - Deb reported 64 seats/study rooms in Ellis that are reservable and are being made available through the current LibCal system.
    - Plans for putting the Group Study Rooms on LibCal may need to change with the implementation of the Central Scheduling System.
  - Gary Ward is working on a central scheduling system that will link to reservation systems for Student Center spaces and Libraries.
  - Dr. Immel will report back to Deb after speaking with Dr. Spain.
  - Ernest proposed an option to have a QR code on the back of open seating that sends the seat to the MRBS system so that students know where open seats are located.
    - Discussion ensued as to efficiency of labeling chairs since students move chairs.
    - Some are reluctant to put a lot of work into adding the chairs to SpringShare and would rather include study rooms with the Central Scheduling if required by Campus.

Decision: Open seating will remain un-reservable open seating at this time.

Action: Deb would like to clarify that these spaces are available as long as the library remains open.

- Christine Holt asked the four campus library directors to meet. Chancellors have an interest in having the library directors explore options toward collaboration to reach more efficiency.
- Deb asked Bill Stackman's group to provide the Communications Plan as a model for University Libraries.

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### *Faculty Research Office update*

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- It was noted that the Faculty Research Offices have been cleared with the exception of a few offices and they can be added to the room reservation system for private study rooms.
- It is hoped that 151G can be reserved for Notary services.
- Space for Writing Center Tutors in 151E will need to be discussed.
- 4A51 Classics room only will remain a Classics room only.

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### ***Guest Check-in & Student Swipe Planning***

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- Some questions were raised about decisions from previous discussions.
  - Will we still have community member check in?
    - If guests log-in, what information do we want to collect?
      - Will we need to collect affiliation? MU Affiliated vs. mobius libraries, those with a borrower card etc.
      - Are tick marks sufficient or do we want to take names?
        - Names are helpful to manage inappropriate use.
    - We may need to create a data policy to help resistant patrons.
    - Students are already asked for their ID# during overnight hours if they do not have their ID.
    - Guest access will still end at 5pm each day.

Decision: This topic needs more discussion.

- Will students need to swipe in during the day?
  - The concern was raised that requiring swipe in will cause congestion at the door, especially during class release times.
  - Is it more relevant to swipe only after 5pm?
  - We could add a rule that if you can't find a seat you need to leave.
  - If it becomes congested, we can lock the door.
  - We could have a gate count keeper.
  - We could add signs that show warnings about occupancy.
  - Discussion ensued as to buying a gate counter that could track the occupancy for us.

Decision: Students won't be required to swipe in during the day.

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### ***Draft pivot plan***

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- Excel was provided for meeting.
- Tiers of scenarios were offered for discussion regarding what situations will trigger changes in services or occupancy etc.
- Suggestions for the document were offered.
- This will help us talk to campus when thresholds are crossed, and changes need to be made.
- If staff need to be quarantined, especially in Circulation or Security will we limit services?

Action: this Excel will be updated based on conversation and added to Library Services Planning Teams Files

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## ***Security***

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- It was proposed that Security will be re-named Safety since their main role is to provide health and safety of patrons and staff.
  - Shirts will need to be changed
  - Part time staff can be rotated in if safety team members need to quarantine.

Decision: It was agreed that Security will be re-named Safety.

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## ***Lockers***

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- It was proposed that we keep lockers open in the fall since Faculty Research Offices and Graduate Study Carrels are closed.

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## ***Next LMT***

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LMT 08.11.20 at 2-3:30pm

Upcoming agenda items:

Decision on Copyright Policy and set Task Force membership

Measurable IDE values and staff commitments

Archive Builder

SAG/Town Hall through Dec.

Guest check-in planning follow-up