

# Library Management Team Meeting

## Information and Action Items

Tuesday, August 11, 2020

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### *In Attendance*

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Deb Ward  
Ernest Shaw  
Jeannette Pierce

Shannon Cary  
Kate Anderson  
Kathy Peters

Corrie Hutchinson  
Support: Jacqueline Rash

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### *Copyright Policy and Task Force Membership*

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- Copyright Task Force met during spring semester and reviewed and suggested a revision to Policy 8.
- The Task Force recommended a Copyright Team to review policy regularly.
- Proposed team members: Anne Barker - Coordinator, Cindy Cotner, Felicity Dykas, Nav Khanal, Cindy Basset, Jeannette Pierce (LMT representative that alternates with Corrie Hutchinson)
- Process for policy: Obtain LMT approval, send to staff for feedback, and then send out the updated version and post to website.
- Thoughts were offered on the question regarding if the University Librarian should continue to have Copyright Authority?
  - This question will continue to be discussed.

Decision: This team was approved. This Copyright Policy was approved by LMT.

Action: Jeannette will send it to All Staff for comments.

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### *Measurable IDE values and Staff Commitments*

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- President Choi wants units to come up with commitments and then make them public.
- It was suggested that we look at the Libraries and audit our own decisions regarding IDE.
  - Audit spaces that are welcoming to all groups
  - What we name spaces in the Libraries
  - Events Team might propose a statement
  - Add to performance review goals for staff to commit to doing IDE workshops
  - Review collections for diversity
- It was suggested that we ask an external constituent to help us audit ourselves.
- It was asked what is the relationship between this topic and the Committee.
  - Committee recommends plans to implement and to ask questions but not to approve or speak for the Libraries.

- It was suggested that the perception of the Committee broaden so that employees can bring suggestions or questions to the Committee.
- It was suggested that we have something to say about this at All Staff.

Action: LMT members could send Shannon a list of ideas that can be reviewed at the next LMT.

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### ***SAG/Town Hall through Dec.***

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- Discussion ensued as to the current schedule structure for SAG & Town Hall Meetings.
- It was recommended that weekly town hall meetings will be reestablished in a moment of crisis.
- It was recommended that SAG meetings continue with monthly alternating Tuesday / Thursday meetings.

Decision: These recommendations were approved.

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### ***Guest Check-in Planning Follow-up***

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- It was confirmed that we will have no guest check-in during the day.
  - Guest check-in will begin after 5p
- University ID will be required after 5p.
  - Shannon is making new signs that say MUID required after 5p
- An information page can be created for guests.
  - Rhonda is finalizing how guest computer access is set up.
  - Guests should be sent to Circulation for instructions
- The remote services page was distributed to Campus and this information will be promoted there as well.

Action: This information will be added to News Hub.

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### ***UM Libraries Discussion Document***

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- The four campus Directors have been working on a UM Library(ies) of the Future document that outlines how the System Libraries are prioritizing the University's agenda.
  - The Directors will be asked to report on it to the President.
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### ***All Staff Agenda***

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- Agenda items were discussed for next week's meeting.
- It was proposed that we could invite an external visitor like the Provost
- Most LMT members will give a report

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## ***Ellis Doors and Temporary Classroom Spaces***

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- Door 52 will remain locked starting on Monday
- How to provide access to ADA accessible restroom stalls for students using the temporary classrooms is under discussion.
- Deb and Kathy are continuing to meet with Campus Facilities to determine what this means for the Libraries.

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## ***Telework Form***

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- It was asked where to find the revised Telework form?
  - Staff should use defaulted end dates that are set for 6 months.
  - Staff should include the equipment they are using at this time on the form.
- The approval process: is supervisor > Director > HR

Action: Kathy will confirm these questions at her next HR meeting.

Action: The link on our website [https://libraryguides.missouri.edu/ld.php?content\\_id=52999543](https://libraryguides.missouri.edu/ld.php?content_id=52999543) Needs to be updated to what Kathy displayed in the meeting.

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## ***Quarantine for Reserves***

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- Materials will be available after the required quarantine period.
  - Four days were recommended
  - 48 hours is also sufficient
  - Specialized Libraries and departments can maintain their own timeframes as long as the minimum quarantine is being observed.

Action: Shannon will update the News Hub announcement.

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## ***Supplies***

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- Face shields are being printed.
- Gloves are delayed
- Covid kits are distributed to full time staff.
- If you have a part time staff member not enrolled as a staff member, let Kathy know and she can obtain a kit for them.
- Wipes can be distributed as needed.

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## ***Next LMT***

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- Tuesday, August 25; 3:00 - 4:30 PM

- Thursday, September 10; 3:00 -4:30 PM