

Library Management Team Meeting

Information and Action Items

Thursday, September 22, 2020

In Attendance

Deb Ward
Jeannette Pierce

Shannon Cary
Kate Anderson
Kathy Peters

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Rash

SAG Update

- It has been decided to move the SAG meeting to the following month.

Communications about serials with faculty

- Communications to faculty about the journal packages cancellations is in progress, being shared among CSC members, Deb and Shannon.
- Deb will edit based on comments received from CSC members, with assistance from Shannon.
- Once we have a final draft, Deb will send it to Matt Martens and then release to faculty.
- It was noted that Selectors will meet again on Sep 18. They will receive the document ahead of time to provide feedback.

Telework form

- The telework form can be filled out as an update to work from home status.
- The communication process was discussed for approved forms.

Communication Updates

- A virtual development event will start next week.
- MU Remembers book titles have been chosen and Jacqueline will process letters.
- Disability celebration starts next week.

- Shannon will review with Cindy to make sure it looks okay
- Show me renew newsletter will feature University Libraries.
- Emergency Management contacted us to partner on communications about #CampusClear App.
- United Way Kickoff is tomorrow. There will be an emphasis on awareness. We can do virtual fundraisers within our departments.

Screenings

- The #CampusClear app is being promoted widely for student unions, rec center, student dining services etc. For the Libraries, the scope will limit screenings to the West entrance of Ellis Library only. Faculty can ask students to show the app in class so there is no need for additional stations for the classroom entrances.
- Timing for rolling this out is still unknown.
- A FastPass is not possible, but the manual check process is just as fast. Employees will lean in for a temperature test and confirm they have no COVID symptoms today.
- It was suggested that the messaging showed that the Emergency Management department is screening students rather than the screenings are being required by University Libraries.
 - It was encouraged that the signs at all of the stations be the same.

Action: Kathy will schedule an additional meeting with Mark Diedrich.

- Screenings will be provided during all hours the library is open.
- The timeline for the duration that screening will take place is unknown.

Decision: This screening is approved by LMT.

Internal Communications for Service Disruptions

- Staff have reported concerns about how the library will communicate if there are changes to in-person services.
- The limited amount of information that can be shared needs to be taken into consideration.
- It was asked who oversees sending communication that a service is unavailable for a certain period of time.
 - Discussion ensued that internal communication can be sent through the All Staff listserv.
 - It was proposed that Shannon send an email to All Staff if a service point will experience changes.
- It was suggested that our pivot plan be updated to include an option for what we will do if Libraries staff are unable to continue with work to an extent that it affects the services in the Libraries etc.
 - It was suggested that Library Services take up this matter of including scenarios for closing a department or entire library in the pivot plan.
 - Fogging happens early in the morning and if needed the foggers can be brought in at the last minute.
- It was suggested that a webpage be established for division heads to access in an emergency to address steps outlined in our pivot plan. This should note the remote work plan as well.
 - Discussion ensued as to if the department should close or if staff will be called from other departments to keep the service open.

Action: Deb will prepare a one sheet action plan to be presented to Library Services.

Decision: If a service closes, Shannon will send out an informational email to All Staff.

Next LMT

- Tuesday, September 22 from 2:00-3:30p
- Tuesday, October 6 from 2:00-3:30p