

# Library Management Team Meeting

## Information and Action Items

Tuesday, October 6, 2020

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### *In Attendance*

Deb Ward  
Jeannette Pierce

Shannon Cary  
Kate Anderson  
Kathy Peters

Corrie Hutchinson  
Ernest Shaw  
Support: Jacqueline Rash

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### *North Door Opening Schedule*

- Kathy shared the windows replacement updated schedule.
- Kathy proposed to wait to open the North Door until the Spring session.
- North scaffolding will come down about 16<sup>th</sup> of Nov. West scaffolding will come down toward the end of Nov.
  - We should wait until after Thanksgiving to open the second floor reading rooms.
- Campus clear and Ellis Security staff will need to double when we open the North door.

Decision: The North Door will remain closed through the end of finals in December.

Action: Kathy and Jeannette will work on possible staffing for the North Door for winter intersession.

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### *# Campus Clear*

- Campus meetings about #Campus Clear revealed that communication needed to be bolstered.

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### *Journal Cuts Communication update*

- The letter Shannon and Deb drafted was reviewed.
- Discussion ensued to adjust verbiage of the letter.
- It was suggested that the waiting room process be secured.

Action: Ernest and Jacqueline will work on muting participants and allowing only those from the UMSystem to join.

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### *Space planning update*

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- PGAV will be given the okay to consider some of the old State Historical Society space for the feasibility study.
  - The first phase for the PGAV Architects is to focus on bringing spaces for Special Collections, Archives and the Unified Desk to realization.
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### ***Administrative update***

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- The Provost's office will be doing a review of library HR and Fiscal structuring. The goal is to learn about our reporting structures and workflows to suggest efficiencies. Amy Bohnert from the Provost's office is interested in learning more about University Libraries.

Action: Employees are encouraged to be honest and clear as to what is working and what is not working as well during the interview process.

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### ***Next LMT***

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- Tuesday, October 20 from 2:00-3:30p