

# Library Management Team Meeting

## Information and Action Items

Tuesday, October 20, 2020

---

### *In Attendance*

Deb Ward  
Jeannette Pierce

Shannon Cary  
Kathy Peters

Corrie Hutchinson  
Ernest Shaw  
Support: Jacqueline Eiben

---

### *Deb internal meeting*

- Deb asked for internal meetings to be shortened to 50 min.
- It was suggested that Deb offer a weekly meeting email to all staff.

---

### *SAG Agenda*

Action: It was asked that LMT members to let Deb know if you would like to speak at Thursday's SAG meeting.

- Deb plans to talk about the Collections meetings.
- As a follow-up to their recent survey, SDC/MULAC WPD will do a quick Zoom poll related to potential training opportunities.

---

### *Power Pont Template*

- Shannon showed templates for the gateway announcements.
- It was encouraged that staff use these templates when wanting to suggest a public announcement.

---

### *Annual Report*

- Shannon will start working on the Annual Report using last year's template.
- LMT members are encouraged to send material to Shannon for consideration for the Annual Report.

---

### *IT Support*

---

- LTS has communicated a need for more resources.
- The workload and reality of vacant positions have left our current staff spread too thin.
- LMT hopes to have a list of needs that Ernest, Kathy and I can take to our regular meeting with Abbie on November 9.

---

#### ***Next LMT***

---

- Tuesday, November 3 from 2:00-3:30p