

Library Management Team Meeting

Information and Action Items

Friday, February 12, 2021

In Attendance

Deb Ward
Jeannette Pierce

Shannon Cary
Kathy Peters
Kate Anderson

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Travel and Training Request and Reimbursement Process

- There is a new Perceptive Content digital workflow approval process with travel and training requests.
- An updated request form has been created.
- Training will be scheduled in the near future.
- The website will be updated when steps are finalized.

Admin Review Update

- After the skills/time survey that was required by all employees last year, the University has expressed a desire to streamline processes with a shared services model in financial and HR departments. The Provost's office is one of the first departments working to move into the shared services model.
 - Some fiscal work that Gayle and Jacqueline are doing will go to University Shared Services. Jacqueline will support some duties in the Acquisitions department.
- This move will cause library staff to need to change some processes in requesting travel and obtaining reimbursements by working with University Shared Services instead of directly with the Administration office.
- The transition date is March 1st.
- Nicole will move to HR Shared Services and will work on some library work as well as additional University work. We will be acquiring another Senior HR representative. Eventually we will have one HR Specialist that represents the libraries.
- All correspondences still need to go through MULibraryHR@missouri.edu
- Specifics are still being worked out and library staff will be informed of specific changes that affect their processes and contacts, in the near future. Announcements will be drafted and communicated out on a broader scale to library staff.

Campus/External Book Return Box

- We've begun a conversation with campus to implement an external book return, where patrons can drive up and return materials. Jeannette and library staff will be working with campus staff in facilities, space and planning departments to discuss location, implementation and security. The Office of Disability Services has been asking for an additional campus drop box for quite some time.
- It was asked if the book drop behind the security desk could be used. It was requested that a new, more modern book drop be acquired.
- It was proposed to touch base with the public library on their experience with their external drop box.

University Archives Move

- The final plan for moving Archives is underway. The division's preference is to move Archives and digital services to the fourth floor.
- Jeannette shared a proposed floor plan of offices and rooms that will be used for Archives.
- More Special Collections and Archives materials will be moved into UMLD to accommodate. 4D12 will be a collections space with some climate control features.
- Cost estimates will then be created based on needs for each room.
- The campus has asked that Archives move out of Lewis and Clarke ASAP, possibly by Summer 2021 and at least by Dec 2021.
- We are likely to stage the moves so that Archives moves first, and Digital Services moves later in the year.
- Some space in State Historical Society will be available for libraries use again and this option may give additional options for the Archives move.
- One idea is to move high density storage from HSL to Room 88.
- Jeannette asked for feedback from LMT if anything is a concern.

Next LMT

- Tuesday, February 23 at 2:00-3:30pm
- Tuesday, March 9 at 2:00-3:30pm