

Library Management Team Meeting

Information and Action Items

Tuesday, February 23, 2021

In Attendance

Deb Ward
Jeannette Pierce

Shannon Cary
Kathy Peters
Kate Anderson

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

UASCDS Mission, Vision, Values

- UASCDS, University Archives Special Collections Digital Services, worked with Julie Brandt in the Provost's office to discuss vision and goals. Jeannette presented the UASCDS Mission, Vision, Values document to LMT members. Jeannette noted that the vision was the most challenging component in the unit's discussion due to the diverse aspects of each discipline. The unit would like to have a website with distinct pages from the main division page.
 - Discussion ensued as to what name this division could hold broadly. Special Collections was suggested as encompassing Archives, rare books and digital services.
- Shared reading room process and functionality needs to be reviewed again. Archives and Special Collections did move to a shared service statistics system this past summer.

Action: Jeannette will work with the division to continue the naming discussion.

FY2020 statistics

- Jeannette shared her screen with statistics from last year.
- Statistics are still being collected.
 - It was surprising that some electronic resources access decreased during the pandemic.
 - Chat and MoSpace downloads went up but total reference and ILL went down from the past year.
 - It was noted that reference definitions are still being discussed.
 - We used to publish the annual statistical report and when Shannon included more statistics in the Annual Report, we stopped publishing the annual statistical report separately.
 - Kathy submits ACRL statistic sheets while Karen and Deb do AAHSL statistics.
 - Jeannette and Felicity are exploring an expanded set of metrics for repository statistics in the future.
 - ACRL collection period for the new facilities survey is January 1 to May 31.
- Discussion ensued about how we discuss last year's statistics in light of the upcoming year due to COVID.

- Moving forward, our ACRL statistics survey will be tied to the facility survey statistics. This will allow us to compare our library to peer institutions.

Actions: Jeannette will be calling a small group together to establish a consistent use of definitions and terms.

Facilities and Financial updates

- The day use lockers are available for use.
 - Taira will reach out to ULSAC to remind them they can use them.
- Fire door actuators are almost done and some fire doors are able to be left open.
 - The fire door leading to ACTS will be a touch entry; a work order has been submitted.
- Scaffolding is still coming down.
- The window additions and masonry and steam tunnel will start during the summer semester while we are also making moves of materials to UMLD.
 - State funding will cover these projects.
 - Temporary classrooms will be taken offline this summer.
 - Loading dock arrangements will need to be made.
- Smart locker PO has been submitted. We will work with Ty to get the lockers installed at Ellis and HSL.
- Kathy would like to move Safety and Facilities to the Admin office.
 - The HR team will be remote, leaving extra office space in the Admin Suite.
 - Development is also considering space consolidation options.
 - Deb said we will need to look to the Provost's office to see what employees / positions need to be on campus and who can work from home even after the pandemic subsides.
 - It was noted that this should be a temporary solution in light that so many changes are possible with the overall space planning visions.
 - Room 115 could become conference room space as COVID subsides
 - It was noted that Safety's ideal location is near the doors.
- We need to make revisions to our communications with staff about sending emails to the central HR system (ummusharedserviceshrpostrides@missouri.edu) instead of MULibraryHR@missouri.edu
- Notary services will change
 - There are several notary publics in Jesse. Nicole will still do Notary services from Jesse. Kathy has requested contact information and location information that can be posted to our website.
 - Once this is in place 151G will be released as reservable study space.
- Storage trays bid went out and the final decision will come down to price.
 - Vendors need to submit replies to questions by March 2 and final bids will be submitted by March 9.
- HVAC Project Request Form for fourth floor study on creating controlled space for Archives is being reviewed.
 - Kathy will need to get a moving plan for the other fourth floor spaces. Sheila is putting together a timeline about how these things are fitting together.
- Compact shelving
 - Kathy reached out to Bradford Systems to get information about moving the compact shelving from HSL. The next step is to create a PERF to evaluate the space on the ground floor.

UM Library Director's Council

- The MERLIN ILS Task Force is working with the UM Library Director's group to strategize on options with MOBIUS.
- Discussion has ensued about how investigation on an ILS is going.
 - III will not likely bid on our RFP so they force our hand on leaving Sierra
 - MOBIUS requires members use III; hence we may not be able to participate in MOBIUS under current bylaws if III isn't an option
 - There is a scheduled meeting to discuss continuing work with MOBIUS.
 - We would like to stay in MOBIUS if we can and we would like to find a vendor that will work with MOBIUS

Retirements

- Felicity Dykas announced her retirement this week. She will continue to work full-time through March 31st and then shift to a part-time position through June.

Next LMT

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

Tabled for next meeting: Kathy - MY Vita statistics