

Library Management Team Meeting

Information and Action Items

Tuesday, March 9, 2021

In Attendance

Deb Ward
Jeannette Pierce

Shannon Cary
Kathy Peters
Kate Anderson

Ernest Shaw
Support: Jacqueline Eiben

Correction

- Correction from 02.23.21 Library Management Team notes: The bullet point under **FY2020 statistics** should read: Kathy submits ACRL statistic sheets while ~~Karen~~ Caryn and Deb do AAHSL statistics.

Budget update

- The Libraries are again being asked to propose 5% and 10% cut scenarios to the Provost's office.
- We are also being asked to include cuts that we proposed, but were not required to make last year as an additional cut for this year.

Campus Clear

- It is being considered that the Campus Clear screeners will be removed two weeks after Spring Break.

MyVita Statistics

- Kathy is working to ensure that we have performance reviews and workload data in MyVita
- Kathy reviewed categories with LMT.

Action: Brenda will send an Excel to supervisors with what percentages are still needed for what year for each employee.

Libraries Employment Opportunities and Staff Directory Webpages

- Shared Services have asked us to remove our employment page and send potential employees to the Find A Job page. <https://hrs.missouri.edu/find-a-job>
 - Discussion ensued about how we can communicate our job openings.
- HR Shared Services has requested that we remove the Library Staff Directory page. Difficulties with this request were discussed.

Action: Shannon will work with the Web Advisory Committee on a procedure for keeping the staff directory updated.

Spring / Summer Hours

- Some complaints were received about library hours including the library being closed on Saturday. Library Services Team will discuss the possibility of extending hours in advance of finals.
 - Finals hours start Apr 25 where we will be open until midnight as well as on Sat. from 10a-8p.
 - More discussion will ensue about summer hours in the Library Services meeting.
 - We may want normal or reduced hours. In the past we were open on Saturdays from 10a-2p
-

Revising Signs in Ellis Library

- Shannon is aware that the wayfinding signs need to be updated. The best time to initiate this update in light of the Archives move was discussed.
 - Deb has also expressed a desire for electronic signs with Campus and PGAV.
-

Next LMT

- Tuesday, March 23 at 2:00-3:30pm
- Tuesday, April 6 at 2:00-3:30pm

Next SAG Thursday, March 11 at 2-3:30pm

Upcoming agenda item: Members of Space Planning, LMT and Library Services meetings