

# Library Management Team Meeting

## Information and Action Items

Tuesday, April 6, 2021

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### *In Attendance*

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Deb Ward  
Jeannette Pierce  
Chris Pryor

Kathy Peters  
Kate Anderson

Corrie Hutchinson  
Ernest Shaw  
Support: Jacqueline Eiben

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### *Welcome*

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- Deb welcomed Chris Pryor to LMT.

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### *Summer Student Budget*

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- Kathy has incorporated the most recent adjustments and asked if there were additional changes. There are few areas in the Libraries that are ready to hire another student worker again.
- Kathy thought the proposals were reasonable and that we would be able to maintain a budget for the requested hours.
- As of Jan 2022 Level 2 student wages will be the same as the LIS wages.
  - We will need a larger discussion in the future to address this compression. Kathy would like some input from Campus HR.
- We usually hire additional students for Welcome Week activities and Shannon is looking into potential Ambassadors if Welcome Week will be in person.

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### *President Choi's message regarding return to campus on May 17th*

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- Clarification was asked about President Choi's expectations for the employee return to campus.
- Deb mentioned that President Choi is open to departments making reasonable concessions for employees to remain in work from home status.
  - It is yet to be determined if these concessions will be accepted permanently.
- Kathy would like staff to update their telework forms accordingly.
- Some questions may need to be asked like what job duties need to be performed in person and is anything lost if employees work from home. It was mentioned that some services are impacted from work from home and it was asked if we know when will we be able to offer all of our services again.

- It was noted that campus may be interested in our spaces if they are left vacant from work from home employees.
- Discussion ensued as to what spaces we may need to make available for group meetings and if we will continue to meet online, virtually or a hybrid of both.
  - Kathy mentioned that the annual summer Libraries space evaluation will include rooms 115, 114A, 159.

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### ***Coordinating Committees and Committee Membership***

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- Jeannette suggested that we may want to review Committee work, membership and charges.
- Jeannette proposed giving each committee a goal for each year.
- This is a good time to evaluate as many committee memberships renew in July/August.
- It was asked if we will try to have an LMT liaison on each committee as well as a mixture of staff and librarians.
- Part of SAG's initial vision was that it would offer a mode for committee reporting.
- It was suggested that we clarify which committees are an extension on members' job description and which committees are made up of relevant persons from different departments.
  - It may be worthwhile to define the difference between team, committee, group.
- The unique aspects of the promotion process will need to be considered as well.

Decision: A subgroup made up of Committee chairs and an LMT coordinator(s) will initiate a review on Library Committees.

Action: Kate and Jeannette will be the LMT coordinators and will reach out to committee chairs for input.

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### ***ESFAC Update***

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- Kathy reported that there isn't a need at this time for the ESFAC group.
- If disbanded, one concern was the ability to get feedback from the staff and reporting this feedback to the Library Management Team.
  - It was proposed that the Building Coordinator could use Staff Advisory Group to reach out to staff to get feedback.
  - It was mentioned that messaging All Staff about policy practices has garnished good feedback in the past.

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### ***New Faculty Orientation Plans for August***

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- Discussion among campus members on what New Faculty Orientation will entail and look like this year is evolving.
- Some ideas are that there will be both a virtual component and then a social in person aspect.
- The Libraries are asked to be involved.
- Jeannette has asked some library staff to be members of this temporary team and involved in this planning process.

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## ***Academic Operations Team, Budget Meeting Update***

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- We don't have any new COVID social distancing and masking guidelines. We continue to operate on the same standards and therefore we will keep the social distancing and current seating arrangements.
  - Therefore, with the exception of determining Saturday summer hours, which will culminate via email, the Library Services meeting is cancelled this week.
- The budget meeting with the Provost's office was positive and Deb reflected that Administration acknowledged that the Library is foundational to the campus and that faculty and students rely on Libraries.
  - Decisions on our potential budget cuts are still to be determined.
    - A few scenarios are under discussion and we may need to work on a collection reduction plan to cover all of our bases.
    - Deb wants to broaden the discussion with Administration to include a discussion as to where the University sees the Library budget will stabilize so that we can make better future plans.
  - Of the four System library directors, two are expecting to receive a flat budget.
- The Libraries needs a formal review from HR to determine if we will operate at the current staffing levels or if we will at some point be able to replace some of the lost positions.
  - We need to review position descriptions now that people's workload have been adjusted due to the annual budget cuts.
- We are still benefiting from salary savings from the Vice Provost position.
  - It was asked if we should we count on having that through FY22. The Provost thinks the Libraries are being taken care of and sees no need at this time to initiate a search.
  - It was mentioned that staff would like to see a permanent director and hope the Provost will value the Libraries to an extent that a permanent Vice Provost will be prioritized.
  - Deb agrees and believes that initiating a search this fall will be good timing.

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## ***Moving Projects Update***

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- Archives is preparing to move and Ellis is preparing space for Archives.
  - The project manager has visited Ellis and will be visiting Archives tomorrow.
  - Microforms and stored furniture are being moved to make room for Archives.
    - MR Installation has moved microfilm to the ground floor today.
- Gov Docs from HSL are boxed and ready to move to a new space, potentially the bottom floor of the west stacks.
- Compact shelving from HSL won't fit in Room 88 because the ceiling is too low to meet the required 18in of fire suppression clearing. Kathy has asked Bradford Systems for a quote to take off the top rows of the shelving to accommodate this restriction.

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## ***UMLD Expansion Update***

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- UMLD II move seems to be on track and will be completed on time.
- The Iron Mountain timeline is to be completed April 17 or 18<sup>th</sup>.

- We will need to move furniture next. Following that, the shelving will need to be surplus and scrapped.
- The new order picker will be delivered soon and Kathy is trying to coordinate returning the rental order picker at the same time.
- The storage trays are on order with Finkel Supply.

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### ***HSL Update***

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- A SOM PERF has been created to evaluate removal of HSL materials.
- It was noted that if Iron Mountain is hired, the paperwork will need to be started soon.
- June 30 was a hypothetical date to move the Admin Suite, although the end of May, may be feasible.

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### ***Next LMT***

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- SAG - Tuesday, April 13<sup>th</sup> at 10-11:30am
- LMT - Tuesday, April 20<sup>th</sup> at 2:00-3:30pm
- LMT - Tuesday, May 4<sup>th</sup> at 2:00-3:30pm