

Library Management Team Meeting

Information and Action Items

Tuesday, April 20, 2021

In Attendance

Deb Ward
Jeannette Pierce
Chris Pryor

Kathy Peters
Kate Anderson

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Student Recognition Programs

- Nicole was instrumental in managing student recognition week as well as graduating senior recognition.
- It was asked if we can support these programs in her absence.
- Shannon will provide certificates of recognition for the students to the supervisors.
- Shannon can still acknowledge these seniors on our social media.
- It was proposed to make an announcement in News Notes to send names of graduating seniors to Shannon.

e-Performance

- It was asked if there is a different AUL level review, employee submissions or supervisor submission. Timeline.
 - July 31 is the campus deadline for completed performance reviews. Supervisors can make their own schedules with their individual reports so that this deadline is met.
 - <https://www.umsystem.edu/ums/hr/performance-evaluation-resources>
- The evaluation is now requested three times a year.
- We did not do evaluations last year.
 - The current performance review is set for the past academic year only.
 - Part time staff have not been evaluated in the past.

Action: Kathy will confirm if part-time staff will be included in the formal evaluation process this year.

Compact Shelving

- It was asked how desirable it is to move compact shelving from HSL to Ellis.
- Does the benefit outweigh the cost? It will take about \$90K to move the shelving.
 - If we don't have shelving for the materials, we may need to secure funding for Iron Mountain storage.
- There are 150K volumes in Ellis west stacks. Compact Shelving holds 52K volumes, but if moved to room 88 we will lose some top shelf capacity due to the ceiling height of that room.
- It was proposed that we can still use room 88 for storage on regular shelving.
- If SOM uses HSL third floor, 90K volumes need to be moved; some to Ellis and some to the UMLD Expansion. Shelving on moveable carriages can potentially be used in Ellis.

Action: Kathy will ask Gerald for the dimensions of Room 88.

Return to Campus Planning

- We are all aware of the notification to return to campus on May 17th
 - The expectation is that everyone will return to campus.
 - For those concerned about the safety of their workplaces, they can discuss options with their supervisor.
 - Pre-covid flexible work arrangements are available at <https://www.umsystem.edu/ums/hr/tmr/flexible-work-arrangements>
 - If we have requests that are not safety related, but due to the business need of the organization, the flexible-work-arrangement can be utilized
 - Libraries work arrangements expire May 15th
 - Kathy and Deb answered questions and clarified policy intention.

Decision: LMT will continue to operate virtually through the summer. Other groups are encouraged to meet virtually at least through the summer and reevaluate in August.

Action: Staff who have received permission to work from home need to fill out the Telework form before May 15th.

Records Retention for COVID-19

- University Libraries has been instructed to keep records/documents pertaining to adjustments in student services related to COVID19.
- Until further notice, do not proceed with normal record retention procedures; do not destroy COVID19 student services related documents.

Begin Strategic Planning Process: reconfirm mission, vision, values and goals

- It was noted that with the Director search on the horizon, we may want to reconfirm the mission, vision, and values as a first step to strategic planning.
- Summer was proposed as a good timeline to begin this process.
- It was suggested that we take a shorter-term view than we might otherwise, knowing that the new director will probably want to initiate a planning process using a longer-term view upon arrival. We'll need to balance this with whatever topic we are discussing.

- What might we want to resolve now so that we are an opportunistic library, prepared for a new director?
- It was suggested we create and work from a list of prioritized projects or areas to prepare for a new director.
- SAG officers could propose this discussion with All Staff. It was also mentioned that library divisions could solicit feedback from their staff.

Action: Deb will discuss this in Division Heads and bring it back to LMT.

Libraries Services Draft Chart

- Deb wants to collect a chart of all Library Services to present in communicating our value to Library Committee or any other group.
- Discussion ensued as to the appropriate depth and breadth of such document.

Action: LMT members are encouraged to send library services to be include in the document to Jacqueline.

Next LMT

- Tuesday, May 4th at 2:00-3:30pm
- Tuesday, May 18th at 2:00-3:30pm