

# Library Management Team Meeting

## Information and Action Items

Tuesday, May 18, 2021

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### *In Attendance*

Deb Ward  
Jeannette Pierce

Kathy Peters  
Kate Anderson  
Shannon Cary

Corrie Hutchinson  
Support: Jacqueline Eiben

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### *Travel Authorization Process*

- There is a new campus wide overnight travel authorization process.
- There is also a new internal approval process for travel and training requests that has been set up with Perceptive Content.
- It was suggested that we maintain our internal process with multiple approvers and submit the campus form as the final step.
- It was asked if the new travel process and training documents can be sent to staff.

Action: Kathy will review this new process with Tracy Greenup.

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### *Expectations in Ellis - movements between departments*

- It was asked if we want to maintain the expectation that staff notify a member in a different department if they are visiting that area.
- It was asked if there are floor pathways that need to be followed.
- If someone has their office door closed, they may have their mask off and knocking is expected so that people have time to replace their mask.
- Jeannette asked Gwen to prepare information about usage of the Staff Lounge for distribution via Shannon's announcement.
- We are still encouraging people to meet virtually.
- It was asked if we have room reservation expectation for staff using touchdown meeting space.
  - Specific rooms were mentioned and contact people and procedures were set.

Action: Shannon will send a note to staff with the above decisions.

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### *ILS RFP update*

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- The RFP period closed last week.
- The multi-campus RFP team is reviewing the responses.
- III did not respond and therefore we will be migrating to another service.
- Next week Corrie will work with this task force to test different systems.

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### ***Nuances to Masking Requirements***

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- It was confirmed that employees in public facing positions need to wear masks at all times while staff in personal offices are able to remove their masks.
  - It was suggested that staff talk to their supervisor if they have any questions interpreting the masking requirements set by campus. <https://renewal.missouri.edu/plan/face-coverings/>
- The study rooms are not considered private and students therein need to wear masks and maintain single occupancy.
  - It was noted that the largest concern will be complaints about masking in study rooms. As the doors are replaced, at a time yet to be determined, we can revisit this item.

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### ***Health Science Library First Floor Move***

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- We may need to keep the materials offline and in boxes over the summer until funding, space and timing decisions have been agreed upon.
- As decisions continue to be made, Deb will communicate a date for the timing of HSL first floor move.

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### ***NEH Proposal long term ideas for West Stacks***

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- Discussion ensued as to possibilities and potential for the West Stacks.
  - Since the NEH grant supports Humanities, it might be good to focus the materials as browsable Humanities materials.
  - We could reserve it in whole or in part as closed stacks for Special Collections, Archives, and/or Gov. Docs.
  - It was suggested that it could be used as storage, similar to requestable materials in UMLD.
  - Microfilm/microfiche might be best served in this space due to it's potential for climate control.
  - If we follow the recommendation of PGAV with the plenum system, it will decrease the footprint, causing the carrels and microfilm cabinets to be moved/removed/replaced.

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### ***Next LMT***

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- LMT - Tuesday, June 1<sup>st</sup> at 2:00pm-3:30pm
- NO LMT June 15<sup>th</sup>