

Library Management Team Meeting

Information and Action Items

Tuesday, June 1, 2021

In Attendance

Deb Ward
Jeannette Pierce
Chris Pryor

Kathy Peters
Kate Anderson
Shannon Cary

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Deb Ward Announcements

- We will engage in a reformulation for Library Services now that COVID adjustments are over.
- Water outage in Ellis Library on Friday - benefit eligible employees can WFH, part time employee access cannot be established. Employees will return to work on Monday and need to bring bottled drinking water.
- Deb is finalizing moves in HSL Administration suite.

Room reservations

- Previous discussions were confirmed:
 - Unless in RAIS, requests for classroom reservations (213, 4D11) still need to go through Joe.
 - Requests to use the Special Collections classroom go to Kelli.
 - 159 is currently reserved for additional office space for East Reference due to construction noise on the East side of Ellis.
 - Room 115 Ellis can be used for touch down temporary private workspaces for staff
 - Requests with ½ to 1 day notice are appreciated via mulibraryadmin@missouri.edu

Travel Approval Process

- Campus initiated the centralized travel approval process.
- Discussion ensued as to how to incorporate our internal approval process.

Action: Kathy and Deb will inquire with the Provost's Office the best way to incorporate our internal approval system.

Summer Welcome

- They are having some in person Summer Welcome events at the Rec. center.
 - Two students have been hired to staff the Library table.
 - The first date is this Saturday.
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COVID Related Signage

- Signage will be replaced in Ellis so that masking and social distancing policies are current.
- Locations for new signage was discussed.
- Signage for Specialized Libraries was noted.

Action: Shannon will inquire about sign needs at Journalism Library.

HSL Update

- The main front doors are still locked and require keycard entry.
 - HSL has an optional mask policy.
 - The hospital still requires face masks.
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Next LMT

- LMT - Tuesday, June 29th at 2:00-3:30pm