

Library Management Team Meeting

Information and Action Items

Tuesday, June 29, 2021

In Attendance

Deb Ward
Jeannette Pierce
Chris Pryor

Kathy Peters
Kate Anderson
Shannon Cary

Corrie Hutchinson
Ernest Shaw
Support: Gayle Mooney

Meeting began with a discussion of confidential personnel matters before moving to agenda items.

Safety Training

- Due to new leadership on the safety team and the fact that part-time staff have spent more than a year dealing with reduced gate count, the whole team will have a full day of safety-related training in mid-August.
- Training will be scheduled on a weekend when the library is closed. James Young, MUPD, will lead several types of training: de-escalation training, citizen response to active threats, radio communications, safety and self-defense.
- The Citizens Response to Active Threats Training will from 9:30 am - 2:30 pm that includes classroom time, Q&A with MUPD, a one-hour break for lunch, and then a practical exercise. If any library staff are interested in taking the training with the Safety Team, they should work with their supervisors to arrange flex time schedule for about 4 hours of work time.
- Division Heads can decide if they want their people to do the training.
- The team will work with James to offer other options during the Fall semester or shortly before the Spring semester begins in January.

Mentor / Mentee Lunches

- With the University Club and Book Mark Café closed - at least for now - and given budget constraints, a discussion ensued on whether or not these lunches continued.
- A check of the governance document indicates these lunches are for new hires, not promotions.
- It is difficult in the current environment to justify reimbursement for other restaurants. We need to keep it on the dining card and restrict it to just new hires.
- A question was asked about librarians using dining card for bookmark café to introduce themselves to new faculty. This is a coffee break, not a full meal. Is there still a demand for this? We decided that

we could continue to support one introductory session - the librarian needs to contact Kathy for the card.

Staff Meeting Rooms

- Discussion took place on status of the various meeting rooms. More discussion will follow.
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Sign Task Force

- There has been a lot of signs posted re: Covid and Covid procedures.
 - Signs should be welcoming and not overwhelming.
 - Placement needs to make sense and not be random.
 - Shannon will pull together a team to discuss guidelines and placement. Jeannette and Kathy will recommend best people for team. Tech Services do not need to be involved. Kathy would like Sheila to be on the team.
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Writing Tutors

- Kathy Peters will pull together a group to work on ideas.
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Headphones in Public Spaces

- The Safety Team has noticed more employees walking around the building while wearing headphones. This can pose a personal safety issue in public areas, especially for those that might not hear a patrons approach them for information.
 - The Safety Team is not allowed to wear headphones in public spaces.
 - For employees working in public spaces, please check with your supervisor for guidance.
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Committee Assignments

- A google document had been sent out to the team with Kate's and Jeannette's assessment of current committees.
- A list of all committees shows some sunseting and some changing to Teams
- There are three main groups that should continue as committees: IDEA, Undergrad Research Project Award and Staff Development.
- Staff Development Committee will take a break until we can assess what support we will receive from HR. Corrie suggested it be at a division heads level since everyone's needs differ.
- Current committees can pause work for now.
- Shannon will send out a call for IDEA and Underground Research Project Award Committees, with those committees to start up again in September.
- Chris will notify everyone that the Staff Development Committee is on hiatus and will be revisited next year.

- Discussion will continue at the next LMT and a presentation will be prepared for SAG's July 15 meeting.

All Staff

- Tentative date: August 18th

LMT Retreat

- Deferred

Last LMT and FWA Guidelines

- Deferred

Statistic Dashboard

- Deferred

Communications with President Choi - new protocol

- Did not get to

Next LMT

- July 13 at 2:00pm (Shannon & Jeanette off)
- July 27 at 2:00pm (Jeanette off)