

Library Management Team Meeting

Information and Action Items

Tuesday, July 13, 2021

In Attendance

Deb Ward
Chris Pryor

Kathy Peters
Kate Anderson

Corrie Hutchinson
Ernest Shaw
Support: Jacqueline Eiben

Academic Operations Team Meeting Update

- Hospital, School of Medicine and Vet Med are now requiring masks.
- Deb said to keep aware we may have a masking announcement soon.

Travel Procedures for FY22

- The e-compliance form does not obtain the approvals and funding assignments we need.
 - Those who do training do not need to fill out the e-compliance form but still need internal approval.
 - Travel guidance on renewal website <https://renewal.missouri.edu/plan/travel-guidance/>
- It was discussed if we want to pass PDF approvals or move forward with Perceptive Content system.
Decision: University Libraries will continue to pilot the Perceptive Content process.

Charge for Library Services Team

- A change to the name was proposed.
 - Library Coordination Team was proposed over Library Services Team.
- Deb reviewed the charge with LMT members.
- Attendance is open to Department Heads and above.
 - LMT members are encouraged to attend.
 - Meeting is to be shared by all, not owned by anyone, and should support connections among department heads.
- Edits were received to proposed charge which will be distributed through the meeting invitation.
Action: LMT members are asked to send additional attendees to Jacqueline.

LMT Reports for Staff Advisory Group on Thursday

- Deb reviewed her notes for the upcoming SAG meeting this Thursday, July 15th.
 - Deb asked if LMT members wanted to add anything to her report.
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Salary and Wage Guidelines

- According to the recently released Salary and Wage Guidelines, the Libraries will receive 1.5% of GRA funds to allocate for merit-based wage increases this year.
- Promotion, negative performance review or new job position within the past year are situations where some employees are ineligible for raises.
- Promotions are still funded by the University.
- The processes for determining raises was discussed.
 - Salary ranges according to years of service, market comparisons and compression issues are being discussed between Kathy and Sheryl.
 - Decisions will be discussed more at the Division Heads meeting on July 20th.
 - The Missouri minimum wage will be \$10.30 for Fall; \$11.15 for Spring and can be considered to avoid compression issues.
- All e-Performance evaluations need to be completed by July 31st.
- Kathy needs to submit data sheets by Aug. 20th.

Action: LMT members are asked to review employee performance to determine who are high performers and who they would like to designate for raises.

Hours for Fall 2021

- Kathy requested notice of service department hours.

Action: Kathy will reach out to Jeannette directly for this information.

ILS Approval Process

- Deb has a meeting with Matt Martens on the 19th and she plans to discuss the progress with him at that time.
 - Deb has a meeting on July 23 with Matt Martens, Amy Bohnert, Corrie and Kathy for further discussion.
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Communication with President Choi

- Deb reminded all that she had previously shared the new protocol for future communications to President Choi, but we didn't get to it at the last LMT meeting. It was decided that the Division Heads would handle this as they see the need.
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Next LMT

- July 27th at 2:00pm

- August 10th at 2:00pm