

Library Management Team Meeting

Information and Action Items

Tuesday, October 19, 2021

In Attendance

Deb Ward
Kathy Peters

Jeannette Pierce
Corrie Hutchinson
Chris Pryor

Shannon Cary
Ernest Shaw
Support: Jacqueline Eiben

Director Update

- Kathy has submitted the PRF to remove the wall and doors outside of 201 so the museum's statues can occupy that space.
- Another PRF was created for a drive up book drop so that we can use that quote as a funding line in the SFCIC (Student Fee Capital Improvement Committee) proposal.
- In cooperating with the Campus Master Space Reduction Plan, Deb is comfortable that we have given up enough spaces that master planning is plausible. Campus Operations let us know that Master Plans now require Provost approval, and that Specialized Libraries will need to be mentioned.

Action: This will be brought to the Space Committee.

SAG Structure Update

- Division Head reporting - effective Feb. 2022
 - Give 3-5 min. report each meeting
 - Give 10-15 min. presentation each semester
- Next meeting Thurs and then Nov. 18
 - Deb collected announcements from Division Heads to be included in her Administration Update at SAG for Thursday's meeting.
- The agenda for Thursday's meeting was discussed.

Enhancing Student Success at Mizzou Proposal

- Some proposal ideas include:

- CSC Collections Proposal: it will focus on one-time costs with a strong case for e-learning. Two CSC members have been designated to write the proposal. CSC will ask selectors for input. Due to FOLIO migration naming a specific collection will be necessary.
 - Technology enhancement proposal: this will be for wayfinding for group study rooms and reservations. Funding for large digital signage for directory opportunities including floor maps and QR code capability to access group study room reservation system was envisioned.
 - It was agreed that with recent changes in HSL and the small nature of Specialized Libraries that this proposal would focus on Ellis.
 - Idea to convert 213 and 4D11 to high-flex classrooms is under discussion.
 - Proposals are due Nov. 12
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Use of 114A

- Room 114A has been set up for group study and instruction this semester due to masking requirement in classrooms and the need for social distancing. Now that campus has removed those requirements re-evaluation of the use of 114A may be necessary.
 - It was proposed to keep it both group study and instruction through the end of the semester.
 - Who will be responsible for adjusting room arrangement if it is designated that group study set-up is the standard set-up.
 - It was noted that since students have the option for group study in 114, we can consider the standard set-up for 114A as lecture style.
 - On the other hand, if there is an event, the event organizers have to adjust and restore the room to the group study set-up.
 - We might also want to consider the availability of quiet study when the cast gallery moves into 202.

Action: Jeannette will discuss with her team.

Smart Locker Launch

- Smart Lockers have launched. <https://library.missouri.edu/news/ellis-library/24-7-pickup-lockers-now-available-2>
 - Chris has ordered a sign for lockers in HSL according to building requirements.
 - They are getting some use already.
 - Troubleshooting the workflow will be the next step in initiating this new equipment.
 - Teri will be the day-to-day contact with the vendor.
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Ellis occupants as guests at SAG/All Staff

- An opportunity for staff in Ellis, that do not work for the Libraries, to attend our SAG meetings was brought to the management team.
 - Discussion pertained to inviting groups such as Teaching for Learning, Museums, Writing Center, Bookmark Café.
 - It was suggested that these entities be invited to a separate annual facilities forum meeting.
 - Timing for this meeting was discussed.

- It was proposed that we create a building listserv that includes these groups.
 - Sheila is communicating with each group individually as building issues arise.

Decision: This question will be discussed again in the spring.

Spring Celebration - Ellis Units

- It was suggested that we have an internal All Staff meet and greet for T4LC, Museum, Writing Center etc.
- T4LC is having open houses for Campus members on
 - 11/03/2021 - 3:00pm-5:00pm
 - 11/12/2021 - 1:00pm-3:00pm
 - 11/16/2021 - 1:00pm-3:00pm

Decision: Dates for this event will be discussed in the Spring.

Priorities Document Statement Update

- Deb made an update to the Strategic Priorities Document stating that LMT will focus on Strategic Priorities rather than a long term Master Planning process.

Decision: All noted the change.

Review Strategic Planning Topics

- Jeannette offered some Strategic Planning documents collected by Gwen for review by LMT.
- It was asked what should we start with; strategic planning, goals, priorities for us to eventually bring to a master plan.
 - It was suggested that we ask for departmental plans and build from those.
 - Some short term goals were offered such as moving Archives to 2nd floor, moving to a centralized service desk and renovating the West Stacks.
 - It was noted that we need to give some serious attention to the vision for our Digital Media Lab and instructional rooms.
- Short term master planning using priorities and goals can be embarked upon now, while longer range master planning should be projected for the next few years.
- It was suggested that we broaden the conversation to staff to see what others think are our growth areas.
- Deb proposed some questions for our next LMT discussion:
 - What do we consider our growth areas and what we need to know in order to launch a solid master planning effort.

Decision: This topic will be re-visited at the next meeting.

Next Meetings

- Thursday, October 21, 2-3:30pm SAG
- Tuesday, November 2, 2-3:30pm LMT