

# Library Management Team Meeting

## Information and Action Items

Tuesday, December 14, 2021

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### *In Attendance*

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Deb Ward  
Kathy Peters

Jeannette Pierce  
Corrie Hutchinson  
Chris Pryor

Ernest Shaw  
Shannon Cary  
Support: Jacqueline Eiben

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### *HSL Update and Operations*

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- Installation for the new entrance starts next Monday and will be completed in one week.
  - SOM facilities will be able to let the contractor into the building.
- The door will be equipped with programming reflecting hours of operation.
- SOM badge will be required for access during non-business hours.
- HSL will be closed to users next week due to the door replacement.
  - Staff do have an alternate entrance but are being encouraged to work from home.
  - Materials for pickup will be placed in the smart lockers.

Action: Chris will send out an All Staff email announcement.

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### *Seminar Class Request*

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- We received a request from a faculty member who would like to reserve a group study room for a semester.
- Seminar classes were cancelled last year due to COVID.
- Moving forward we would like to encourage faculty to use study rooms by partnering with Instruction or Reference librarians only due to the high demand on study rooms.

Action: Jacqueline will reach out to faculty member to arrange a meeting for discussion.

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### *All Staff Meeting Updates*

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- Deb described the partnership we want to build upon by having SISLT faculty presenting at our All Staff meeting.

- Deb asked if LMT members could reflect on the strategic priorities document and relate it to the content at the All Staff Meeting.

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## ***Policies Updates***

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- Do any of the policies serve us better as guidelines/practices?
  - It is the intention of LMT to have a few concise policies and more general guidelines moving forward.
- Should policies be categorized by relevance to staff or library users?
  - It was noted that Library user policies and Staff policies are relevant and should be distinguished.
- Where do we post each type of policy? Libraries Website or Staff LibGuide
  - Concern was expressed that the Staff Web is accessible to anyone.

Action: Jeannette will talk with Nav about making Staff Web accessible with password protection.

- Should we renumber our policies?

Decision: We will remove numbers and list policy alphabetically by title only.

- What is the best practice for archiving old policies?

Action: Jacqueline will work with Anselm to send old policies on an annual basis to University Archives.

Action: Jacqueline will discontinue the practice of listing old policies with “hidden view” and remove them altogether.

- Do we need to check with all staff to delete policies?
  - It was mentioned that we can take all deleted policies to a SAG meeting for input.

Action: Jeannette will check with Cindy on status of Circulation policy that will replace many separate current policies.

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## ***Website updates***

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- Deb mentioned that a preliminary meeting with Nav and Ernest took place to discuss the management of the website’s About page and Staff Website.
- A Master list will show who is the content manager for each of the parts of the Staff Web and About pages.
  - The master list is intended for departments to claim a relevant part of the Staff Web to maintain and update.
  - Updates can be sent to Nav’s team or Jacqueline.

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## ***File Management***

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- It was asked if we should be moving our documents to One Drive.

- Ernest noted that there is no Campus date for moving documents. At this time, we can use both options. If you need direction or help with One Drive, please reach out to LTS.
  - Ernest expressed that Teams is basically a front for SharePoint with some added features like chat.
- Some members expressed that the multiple options create confusion and personal consistency is difficult without more direction.
- Chat in teams is like email; it is electronic communication even though it may or may not be considered official University communication at this time.
- It was asked what is discoverable in Teams.
  - All communication and documents are discoverable per Sunshine Law records.
  - It was suggested that staff be made aware that Teams chat should be used knowing that any information discussed can be discoverable etc.
- It was noted that transitioning management and members in Teams from year to year is difficult.
- As an entity we are still working through functionality and learning how we will end up using these tools.

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### ***Next Meetings***

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Tuesday, January 11 - 2-3:30pm LMT

Thursday, January 13 - 2-3:30pm All Staff

Tuesday, January 25 - 2-3:30pm LMT