

Staff Advisory Group † February 2023 Minutes

2023-02-16 | 2:00-3:30pm

Presenters:

Deborah Ward: Vice Provost for Libraries
James Hunter: Director, Employee Assistance Program

John Henry Adams: SAG Chair | Shannon Cary: SAG Vice Chair | Jara Anderson: SAG Recorder

View the recording: <https://bit.ly/sagfeb23>

Welcome: Shannon Cary

Please email John Henry or Shannon with any topic requests or speaker suggestions for future SAG meetings.

Admin Report – Deb Ward

Student Experience Center Committee Report:

- Heiddi Davis gave a presentation to Dr. Choi in January to discuss moving student success services into Ellis. This would include the creation of a unified service desk in the colonnade and the relocation of admin/ILL offices to the ground floor.
- Dr. Choi asked about our priorities for Ellis Library, which Deb reported as:
 - First: Installing moveable barriers to limit 24/7 areas. This would be a confined 24x5 zone on the first and ground floors by the west entrance. 24/7 access would be limited to Bookmark Café, Information Commons, and the elevator for ADA access between the two floors. This would improve student safety and help housekeeping staff.
 - Second: Adding an external elevator and stairs to the west entrance area to provide improved access to Special Collections. This would also add emergency egress to that side of the building. The estimated cost for this project would be \$1.7 million.
 - Third: Graduate and faculty study area for quiet, focused work. The space would include lockers for storage of materials needed by them for theses, dissertations, and publications.
- We have not received word if any of this planning will see further steps towards fruition.

Status of Active Librarian Searches:

- Community Engagement Coordinator search committee is continuing its work.
- Research & Instructional Services Librarian search is in progress.
- Systems Librarian search committee is in progress.
- AUL for ACTS search committee has met for the first time and is beginning its work.
- Cataloger position is being re-posted.

Recent Appointments to External Groups:

- Rhonda Whithaus was appointed to a new provost office group called Faculty Success Council.
- Jenny Thompson was appointed the MU Libraries representative to a group to assist with the search for the permanent dean at the Missouri S&T Library.

Presentation Reminder:

- On February 23rd at 2 pm, there will be an open session for Taira Meadowcroft and Steven Pryor to present on their new appointments and their plans for the roles. Taira's new position is public health and community engagement librarian, and Steven's new position is director of digital initiatives.

Budget Preparation:

- Kathy and Deb are working on budget preparation for FY24. They will meet with the provost's office in early March.

Ellis Updates:

- Kathy Peters reported that Room 202 and the Cast Gallery are now open to the public. Tables have been rearranged and new outlets added. They are still looking for lamps to put on the tables that will help get more outlets on the tables.
- Campus custodians are working overtime hours right now to supplement the deep cleaning the contract cleaners have been unable to do. Ellis is looking much cleaner.
- Ellis Library was rekeyed. If you were affected by the rekeying and you still do not have a new key, please email admin.

Eisenstein Collection:

- Matt Gaunt and Kelli Hanson reported that Special Collections was asked by Ted Eisenstein's sister to house the materials while estate legalities are decided.
- Staff worked quickly to box and transport all the materials on short notice, and they are now unpacking and inventorying the estimated 600 items. The collection includes incredibly rare and special items, such as the oldest known pieces of the Quran.
- Special Collections is hoping to provide access the items for the duration of their stay. It is uncertain how long the materials will be kept in the library or who will inherit them.
- Big thanks to all staff who assisted Matt and Kelli, including John Henry Adams, Michaëlle Dorsey, Larry Dietzel, Amanda Sprochi, Donnie Spicer, and Gail Biggerstaff.

HSL Space Planning:

- Chris Pryor reported that onsite operations at the Health Sciences Library will be suspended starting in mid-June, and they will move to virtual operations.
- HSL will be closed to users over spring break (March 25-April 1) so staff can begin packing. Virtual services will remain operational.
- The renovation will include security cameras, secured storage, sound masking, additional outlets, and closing the atrium along the windows.
- The rare books room on the 3rd floor will remain, and it will get a new HVAC system.
- Updates will be shared at <https://libraryguides.missouri.edu/HSLLibraryRenovation>.
- Presentation slides by Chris are available in the Teams channel's files.

EAP Presentation – James Hunter

- Employee Assistance Program (EAP) offers several services to help identify and prevent stressors, promote occupational health, and provide counseling to faculty, staff, and immediate family members.
- Counseling can be scheduled through the HR service center or by emailing James at hunterjd@missouri.edu.
- Everyone can help create a positive work environment by remembering that our work intersects as a team, and we depend on mutual support.
- The libraries can consider a primary prevention activity, such as a quality-of-life survey, to identify and analyze environmental stressors. Educating staff on occupational health would also be beneficial.
- Make self-care a priority. We need to reconfigure our strategy to start with the “self” as the pathway to wellbeing and success in other areas.
- EAP also serves students. If students appear stressed, we can remind them of services on campus to support them and help manage stress.
- EAP documents shared by James are available in the Teams channel’s files.

Reminder

- Next SAG meeting: Thursday, March 16th, 2:00-3:30 pm.