

# Staff Advisory Group † April 2023 Minutes

2023-04-20 | 2:00-3:30pm

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## Presenters:

Deborah Ward: Vice Provost for Libraries  
Larry Dietzel, Head of Safety for MU Libraries  
Ray Biggerstaff, Training Coordinator for the MU Libraries Safety Team

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

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**Welcome:** John Henry Adams

## **Admin Report:** Deb Ward

- Today's meeting will continue our discussion on safety.
- Since it is storm season, please review safety procedures with your department, and speak to supervisors or division heads if you have any questions.

## Space Planning – Another Wave:

- There was a Student Experience Center study completed last fall, and the results were reported to SAG in January. As a result, a new space planning initiative for Ellis Library is in the works.
- Deb, Jeannette P., and Chris P. met with the campus space planners this week. PGAV architects are joining the group, and they will visit to look at our spaces soon.
- The study will be prepared over the next few months. The project itself will likely take two years to complete.
- More information will be shared over time.

## Workplace and Work/Life Balance Study:

- LMT is working with James Hunter from EAP to design a survey tailored to the Libraries to assess the quality of the workplace and work/life balance.
- Responses to the survey will go directly to the EAP office, where staff there will compile the aggregated results. The aggregate results will be made available to us for the purpose of follow-up discussions on how we might make some improvements to our work climate.
- The survey will be anonymous and optional.

## Mental Health:

- Student mental health becomes more of an issue as the semester comes to an end.
- Mental health materials are now available at service desks or pamphlet holders around the libraries.
- SAG plans to have a speaker in the fall to discuss mental health and student support.

#### Review of Open Librarian Positions:

- Student Success Librarian position was recently posted.
- Community Engagement Coordinator was recently re-posted.
- Cataloger search is underway.
- RAIS full-day interviews are taking place.
- Interview dates have been set for AUL for ACTS candidates in April and May.
- Systems Librarian full-day interviews are being scheduled for May.

#### Awards:

- At the Spring 2023 General Faculty Meeting, Noël Kopriva from the Engineering Library was recognized by the Faculty Council Executive Committee.
- We have been invited to present the award for our Libraries Undergraduate Research Contest at the closing ceremony of Undergraduate Research Week. It will be held in Monsanto Auditorium on Friday, April 21<sup>st</sup>, from 3-4 pm.

#### MU Remembers:

- Each year, acquisitions staff for the Libraries select books to honor deceased students, faculty, and staff for MU Remembers. A bookplate with the honoree's name is placed in the front of the selected book.
- For the first time, the book selections for this year were included in the MU Remembers printed program. This gesture that was started by Director Jim Cogswell.
- Thank you to acquisitions, circulation, and administrative staff who make this effort meaningful to the families.
- Cindy C. reported that many people stopped by Ellis Library's circulation desk to view the books, take photos and copies of the bookplates, and express appreciation.

#### New Book Drops:

- Cindy C. reported that new book drops have been placed next to Hitt Street Parking Garage in a parking lot off University Avenue. These are accessible 24/7.
- The unit can hold a total of approximately 700 books or 1,800 audiovisual materials.
- We should discourage patrons from returning reserves or equipment to these book drops, since those materials accrue fines quickly or shouldn't be left in an uncontrolled climate.
- Nav and his team are in the process of adding all campus book drops to an online map: <https://library.missouri.edu/inthelibrary/borrowing/bookreturn/>

#### Facility and Safety Updates:

- Kathy P. reported that a trespass notice was issued Wednesday, April 19<sup>th</sup>. The individual was panhandling in/around Ellis and asking patrons to sign into computers for him.
  - If someone does not have campus authorization and they are asking for money or other resources, contact MUPD at 882-7201 or [mupolice@missouri.edu](mailto:mupolice@missouri.edu).

- Ellis Library will be getting 28 new cameras to be placed throughout the building. Priority is being given to upper floors where there has never been coverage. The cameras will hopefully be installed this summer.
- The recent plumbing issue in Ellis is temporarily fixed, but maintenance will need to turn off water completely for a more permanent solution. They will plan to complete this after finals before the summer semester. More information will be provided when the date is finalized.
- Study rooms in Ellis will be refreshed over the summer.

#### HSL Updates:

- Chris P. reported that HSL will be closed to users after May 19<sup>th</sup>. Library staff will have until June 9<sup>th</sup> to be packed and vacated from the premises.
- The library will be closed until summer 2024. Virtual services will still be available.
- Chris P. will reach out to those who requested furniture from HSL soon.
- Over spring break, approximately 10,500 items were packed up. Books have been transferred to Ellis 127 or UMLD, where they will remain until the reopening.
- Reserves will remain at HSL until the end of the semester.

#### Visual Art & Design Showcase:

- Shannon C. reported that the Visual Art & Design Showcase (VADS) is currently running at the Columbia Art League until April 29<sup>th</sup>.
- The Libraries host the online version of the art exhibit and also sponsor an award.
- Each year, a piece of art is selected for display in Ellis. This year, two pieces were picked. More information on the pieces and their installation will be shared later.

#### Advancement:

- Matt G. reported that there have been many advancement activities across campus this spring.
- The annual Library Society Reception will be held next week, with Samir Husni as the speaker. Husni recently donated his collection of approximately 100,000 magazines to the Libraries.
- Thanks to all who help prepare for the reception, including Nick Raines, Ray Biggerstaff, Ernest Shaw, the Safety team, communications personnel, and Special Collections staff.

#### **Safety Presentation:** Larry Dietzel and Ray Biggerstaff

- Larry and Ray have approximately 60 years of law enforcement experience between them and have completed numerous active threat trainings.
- Since every active threat or emergency is different, there is no one answer on what to do or whether to secure in place versus evacuate.

#### Personal Preparedness:

- Larry D. provided personal safety tips, including:

- Be familiar with the area you're in.
- Don't walk alone; stay in groups.
- Move away if you feel threatened.
- Be assertive.
- Plan your journey.
- Use "what if" questions to prepare yourself for a variety of situations.
- Keep your mobile phone charged.
- Keep cash on you to pay for a taxi in an emergency.
- Immediately report suspicious behavior to the Safety Team or 911.
- Kathy P. was previously asked whether people needed to keep something in their office to break windows in an emergency or a fire ladder. She was told those items get misplaced, so it is best to use a chair to break the window.
- Larry D. stated that civilians can purchase tasers and pepper spray as effective, non-lethal defense options.

#### Communications:

- All Cisco phones on campus are voice-over phones and Smart911 devices. Each phone is coded with the office location and building address. If you must call 911, they will immediately know your location without you having to speak.
- Sign up for [MU Alert](#) to make sure you receive emergency notifications.
- It is not recommended to use coded language when calling for assistance.

#### Exits and Evacuations:

- A question was raised about the emergency exit nearest to Technical Services. It has a sign that it will take several seconds to unlock.
  - Larry and Kathy specified this is not an actual emergency exit and staff should instead go to the loading dock off Hitt Street.
  - The safety team should follow up on this door to make sure it is properly labeled.
- MUPD will not evacuate disabled staff/students in an emergency. First responders from Columbia police or fire departments will assist with evacuation.
  - Response times should be quick. It takes approximately three minutes for the fire department to get to Ellis.
- If there is a fire, staff/students with disabilities should get to a place between fire doors and wait for first responders. The inner hinge of the fire door should be labeled with how many minutes it is rated to withstand fire.
  - Concerns were shared about the numerous accounts of people with disabilities being forgotten during evacuations.
  - Kathy P. will follow up with ADA office to ask about evacuation accommodations and further information.
  - Registering with [Smart911](#) can also help first responders know who/where to evacuate.

- ADA office told Kathy P. not to invest in mobility aids or train staff to help evacuate people with disabilities. Most people with disabilities surveyed would rather wait for first responders to prevent injury.

Campus Trainings:

- There are various defense trainings offered by the university, such as Rape Aggression Defense (R.A.D.).
- Contact Larry if interested in trainings such as CPR/AED/Stop the Bleed.

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If you are interested in serving as SAG Vice Chair or Recorder for the 2023-2024 academic year, please contact Shannon Cary (the incoming SAG Chair).