

# Library Management Team Meeting

## Information and Action Items

Tuesday, August 22, 2023

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### *In Attendance*

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Deb Ward  
Kathy Peters  
Jeannette Pierce  
Chris Pryor

Shannon Cary  
Ernest Shaw  
Steven Pryor

Anselm Huelsbergen  
Jennifer Thompson  
Support: Jacqueline Eiben

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### *Libraries Climate Survey from James Hunter, EAP*

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- Deb is reviewing the survey as proposed from James Hunter from Employee Assistance Program.
- She would like feedback from LMT members on what to include, and what might be eliminated.
- Discussion ensued regarding the best approach to the shift category, management team participation, the best way to ensure anonymity, relevant demographic questions as well as specific comments about each numbered question in the draft.
- This survey is slated to be distributed in October.

Action: Deb will bring these notes to James at their next meeting.

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### *Salary Letter Distribution*

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- Kathy is working on salary letters, promotion letters and librarian contracts.
- It was asked if these letters can be sent via email as an attached PDF.

Decision: Members agreed this was a good way to distribute salary letters.

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### *Campus Operations August 31<sup>st</sup>*

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- Deb noted that due to the football game, University employees are asked to WFH by 12pm on August 31<sup>st</sup>.
    - Staff who plan to stay after 3pm may be asked to park elsewhere.
    - It was noted that those who park in location specific lots will get an individual email with the expectation to move their vehicle.
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### *Next Meetings*

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Tuesday, Sept. 5 @ 2-3:30p  
Rescheduled: Wednesday, Sept. 20 @ 1-2p (shortened)  
Tuesday, Oct 3 Moved to Oct 10  
Tuesday, Oct 10 instead of Division Heads  
Tuesday Oct 17 Cancelled  
Tuesday Oct 31 @ 2-3:30p