

Library Management Team Meeting

Information and Action Items

Wednesday, September 20, 2023

In Attendance

Deb Ward
Kathy Peters
Jeannette Pierce

Shannon Cary
Ernest Shaw
Steven Pryor

Jennifer Thompson
Anselm Huelsbergen
Support: Jacqueline Eiben

Announcements

- Deb thought we would hear back from the Student Experience Center project after the work that was done this summer, but she has not yet heard any updates.
 - They may be waiting for the elevator study to be completed before moving forward.
 - Deb will be out next week and Jeannette Pierce is the Acting Director. She is looking for volunteers for Acting Director during her attendance at ARL Oct. 16-20.
 - SAG is tomorrow, LMT members were encouraged to send any updates you would like announced to Deb.
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Update on Assessment & Visioning project

- It was suggested that the Assessment Committee take on some of the aspects to this project.
 - Jeannette replied that the Committee agreed to organize surveys and reports.
 - They will also start with reviewing websites of peer institution libraries followed up by interviews with dean at these institutions to check alignment.
 - We will need to create a new visioning group in second semester to review the national level reports and our assessment data to create a new vision document for the Libraries.
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Re-starting the Staff Development Committee feedback from Connections Team

- The updated charge in enacting the Staff Development Committee was displayed.
- Jeannette noted that there was a lot of positive feedback from the Connections Team to bring back this committee.
- Deb thought SDC could work with Kathy as Library HR Manager, LMT, Connections Team or SAG to bring forth programming.

- The Staff Development Committee will oversee:
 - gathering input from library staff
 - identifying content for programming.
- Updates were made to the proposed charge, to state that the current SAG chair will serve as ex officio, and we will have a representative from LMT.

Decision: Shannon will send out the call for membership using the updated charge and this group will start organizing this semester.

Expectations for student employees

- The safety team is not supposed to eat at public facing desks in alignment with other service desk stations.
 - Staff at these desks will be encouraged to use their breaks for consuming food.
- Kathy mentioned that previously, each department created their own guidelines for:
 - attendance expectations and reporting instructions,
 - use of chemicals that can be irritants to some people,
 - dress codes.
- It was suggested to create a central space, maybe in Connections Team, to gather these expectations so that Crystal will have a resource for consultation when disputes arise.
 - It was suggested that these expectations be communicated to the students each semester.
- It was suggested that we also place these expectations in job descriptions up front, so students know what is expected for the job they are applying for.

Decision: This item will be brought to the Connections Team.

IDEA Committee Proposal

- Kathy reported back from Crystal's review.
 - Crystal suggested that this proposal might be sent to the Office of Institutional Equity.

Action: Kathy will follow up with Crystal.

Printing

- Ernest reported on the printing consolidation initiative.
 - Over the past few years, library printers were moved to a different server.
 - Now they are implementing a new printing system with the new UMAD domain which will migrate the system and should allow any computer to print to any printer on campus.
 - The timing is unclear, and specifics are unclear.
 - Ernest has inquired with IT for more specifics and Dustin has inquired if student print charge will be affected.
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Next Meetings

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