

# Library Management Team Meeting

## Information and Action Items

Tuesday, December 12, 2023

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### *In Attendance*

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Deb Ward  
Jeannette Pierce  
Chris Pryor  
Kathy Peters

Shannon Cary  
Ernest Shaw  
Steven Pryor  
Anselm Huelsbergen  
Support: Jacqueline Eiben

Guests: Mark Diedrich  
Matt Gaunt  
Taira Meadowcroft  
Gabe Harman  
Terri Hall  
Paula Roper  
Nick Raines

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### *Announcements and Greetings from Vice Provost Deb Ward*

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- Deb welcomed our guests today and framed the meeting for efficiency.
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### *Veoci Training*

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- Veoci is an emergency management software the University System is implementing which was introduced by Mark Diedrich.
- Emergency management is creating a continuity of operations plan for the University System. The goal is to store all emergency related documents for each department on campus in one place.
- Staff will be asked to fill out two steps for Coop Data Collection:
  - Essential Functions Worksheet - reflects personal information pulled from HR and information about the function of your job that is entered by each employee.
  - Orders of Succession - list names of successors for employee positions.
- Kathy, Deb and Mark have identified the areas of importance and succession of leadership for University Librarians. Such as:
  - Libraries Administration Absolute Functions
  - Libraries Administration Immediate Functions
  - Please let Deb or Kathy know if you think something should be added/changed.
- Login credentials have been activated for each staff member.
- New data will populate into the plan automatically when updates are made.
- Information can be entered to be shared with other libraries in the System, if necessary.

Action: Kathy will consider a deadline for when all information should be reviewed.

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## *IDEA Committee Spring Plans*

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- Taria, Gabe, Terri, and Nick joined from the IDEA Committee.
- University Libraries was asked to delay in posting the written statement until after the University completes its revised strategic plan so that vision alignment can be assured.
- Deb invited IDEA members to LMT to discuss their spring plan despite being asked to delay with publishing their proposal.
- IDEA has reached out to Resource Offices on campus to let them know they can partner with IDEA Libraries for any services they want to bring to staff.
- IDEA members would like to meet with Kelli about the lift in Ellis.
- They are discussing the use of pronoun nametags.
- Terri is working with Veteran students.
- Paula does a lot of work with Black History Month and linking to Black Studies library collection.
- They are working with Megan on exhibits in the Library.
- IDEA would like to bring a speaker into SAG from LGBTQ center as well as linking to their library collection.
- Discussion ensued on campus standards for nametags and different pronoun display options.
  - We'll need to decide which tag and what to include as the identifiers. Who would receive nametags? And when should we replace all nametags?
  - We currently order our nametags from Dsport with the MU logo icon. Campus also provides nametag options through Print & Mail Services:  
[https://servicerequests.pm.missouri.edu/onlineProducts/name\\_badges/](https://servicerequests.pm.missouri.edu/onlineProducts/name_badges/)

Action: In light that Campus Printing Services closes, Shannon will ask Communications if there will be a campus standard for nametags more than the campus identity standards already established.

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## *All-Staff Meeting Agenda Development*

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- The All-Staff agenda was distributed to LMT with the Power Point template.
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## *Visioning follow-up*

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- How do we move forward in an open ended way to prepare the staff to engage with the Vice Provost search process.
- Deb proposed that the Staff Development Committee be placed in charge to lead this process.
  - Staff development committee is Abbie Brown (Chair), Shannon Cary, Ying Hu, Colleen Smith, and Rhonda Whitthaus. Kathy Peters is LMT liaison. -  
<https://libraryguides.missouri.edu/staff/committees> Their next meeting is Jan. 16<sup>th</sup>.
  - Deb's vision is that presentations be made at SAG meetings on different national research studies.
- Matt suggested that staff readiness is one of the building blocks for interviewing a Vice Provost. Others are to consider what is our demand for services, what are driving the priorities for campus with the idea that active buy-in from the top will help engage donors and provide access to additional donors.

- It was asked what Matt's current vision is and while campus units develop case statements based on the campus campaign, our current vision is to endow and fund our existing budget. Matt sees a need for change in this model so that we can identify specific interests and pair them with potential donors. For example, another current goal that is visionary to donors is our NEH Grant West Stacks Project and the elevator project, which is still in proposal stage.
- It was suggested that we ask what information is needed 10 years from now and what are the services that will help people access that information. We need to embrace change to realize this vision.
- This is our current vision plan from 2016: <https://library.missouri.edu/about/mission/>
- We are already committed to an FY25 budget when we hire a new Vice Provost.
- It was noted that the new Vice Provost would want to know what our current goals are so they can envision a good fit.
- Jeannette outlined some of the goals of the Assessment Committee.
- It was suggested that once the Campus Strategic Plan is shared this Spring, the Libraries would want to create a response.
- It was suggested that we focus on three areas that donors can directly respond to: Space, Services and Collections, and then separate out the outcomes in terms of return on investment.
- It was noted that SAG is also working on inviting individual departments to report on what they are doing.

Decision: LMT agreed that a series of programming be initiated on national studies and that this task be assigned to the Staff Development Committee who can connect with departments within University Libraires per panel discussions or to summarize by presentation at spring SAG meetings.

Action: Kathy, as LMT Liaison to the committee will communicate this to the committee or at least the chair in advance of their meeting as an agenda item for them.

### *ClimateQual*

- Due to various factors, it has been decided that we will proceed with a national survey; ClimateQual.
- There is a lite and full version.
- The cost is about \$5,000 and Jeannette needs to let ARL know by Winter Brek.
- We can do some peer benchmarking with other libraries.
- ARL deals with responses and returns the summaries to us.
- It would probably be initiated by the end of February.
- It was noted that some of the workplace environment questions may not be included in the ClimateQual survey.

Action: Jeannette will research the timeframe as to when we will get the results back as well as ask if workplace environments questions are included and inquire about a Teams call.

### *Undergraduate Experience Survey*

- Jeannette has been working to get a Library question on the Undergraduate Experience Survey.
- We currently have a question on the Graduate Experience Survey.
- Wording and question formatting were discussed.

Action: LMT members were asked to send feedback to Jeannette.

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***Next Meetings***

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Tuesday, Dec. 26 @ 2-3:30p CANCELED  
Tuesday, Jan. 09 @ 2-3:30p  
Thursday, Jan. 11 @ 2-3:30p All-Staff  
Tuesday, Jan. 23 @ 2-3:30p