Library Management Team (LMT) Meeting
11/03/2025 at 10:00 AM

<u>Attendees</u>: S. Cary, M. Gaunt, K. Peters, J. Pierce, S. Pryor, E. Shaw, K. Whatley
<u>Absent:</u> M. Toledo Candelaria, J. Thompson
<u>Guest:</u> N. Khanal
<u>Support</u>: N. Whyte

1. **Update on Digital Accessibility (Nav Khanal)**
   - Overview of ADA Title II rule implications for libraries; compliance deadline: April 2026.
   - Libraries must conform to WCAG 2.1 Level AA standards. Affected areas include instructional content, digital collections, public-facing websites, news and communications, repositories and finding aids, patron/student services, and events.
   - Special Collections and Archives face challenges due to outdated Omeka installations. PDF accessibility is a concern across units.
   - DubBot is being used for accessibility audits; new tools are being explored for content behind SSO.
   - Archived content strategy clarified: labeling content as "archived" is acceptable for exceptions.
   - Barrier reporting forms are being implemented across library websites.

Risks & Challenges
   - PDF remediation (especially legacy and scanned content).
   - Limited staff capacity and training.
   - Procurement vetting and vendor compliance.
   - Cross-unit coordination needed.

Discussion Points

- Special Collections and Archives will experience disruption to services due to expected staffing changes and upcoming construction
- Interlibrary Loan (ILL) concerns raised by Jeannette Pierce regarding accessibility of forms and PDFs.
- PDF remediation is a major issue that requires both staff-time and funds allocation, and has implications for MOspace, Archives, E-Learning/course support, including Interlibrary Loan (ILL).

Next Steps & Action Items (Nav and his group)

- Continue ADA compliance work and cross-unit coordination.
- Update ILL forms to include accessibility options.

- Identify resources and support that LMT could provide to meet the deadline and ensure ongoing compliance and risk mitigation.
- Nav will be invited back to a future LMT meeting to provide another update.

Nav's Strategies Moving Forward
- Phase 1: Content auditing, remediation planning, staff awareness.
- Phase 2: Execute plans, update procurement protocols, periodic testing.
- Ongoing: Support unit-level audits, embed accessibility in workflows, training.

2. Social Sciences & GovDocs Librarian Update (Jeannette)
- Marie is planning to retire in Spring. Position to be restructured into Social Sciences and Government Information Librarian.
- Position will retain FDLP responsibilities and add liaison roles. Job description approved; search to begin.
- Action item: Finalize and post Social Sciences/GovDocs librarian position (Kara, Kathy, Jeannette).

3. Communication Norms Discussion (Kara Whatley)
- Goal: Establish library-wide norms for communication expectations.
- Topics discussed include response times, use of Teams/email, acknowledging messages, texting norms, and urgency levels for facilities issues.
- Units have begun internal discussions; full conversation planned for next LMT meeting.
- Shannon Cary asked if expectations should be set around NewsNotes and library-wide emails.
- Action item: Prepare for full discussion on communication norms at next LMT meeting (Kara)

4. Facilities Communication (Kathy Peters)
- Recent restroom issues highlighted need for urgent communication protocols.
- QR codes in restrooms are generating reports. Need to define urgency levels and response expectations.
- Action item: Define urgency levels and response protocols for facilities issues (Kathy and Kara)