**Library Management Team (LMT) Meeting**
12/09/2025 at 2:15 PM

Attendees: S. Cary, M. Gaunt, R. Graves, K. Peters, J. Pierce, S. Pryor, E. Shaw, J. Thompson, M. Toledo Candelaria, K. Whatley
Support: N. Whyte

## Welcome and Agenda Overview

- Kara introduced Rebecca Graves as a new LMT member.
- Agenda items: Attendance policy review, communication norms, wiki/intranet discussion, development project vetting process, org chart mock-up review.

## Attendance Policy

- Feedback from staff so far indicates that campus policy feels punitive and lacks clarity.
- Policy applies to non-exempt administrative service and support employees, not librarians/archivists.
- Emphasis on flexibility: disciplinary action may be imposed, not mandatory.
- Supervisors should set clear expectations, document patterns only after discussion, and consider context for lateness/absences.
- Proposed additions: FAQ for supervisors, language using 'may', norms for notifying supervisors before shift for illness.
- Agreement: Policy can stand with the addition of FAQs and departmental consistency.

## Communication Norms

- Goal: Establish library-wide expectations for communication.
- Respond to emails within 48 business hours (acknowledge receipt even if resolution is delayed).
- Clarify use of Teams vs. email: Email remains official record; Teams for internal day-to-day tasks.
- Consider norms for cleaning up chats and file storage.
- Action: Develop draft norms and examples; explore best practices for records management.

## Wiki / Intranet Discussion

- Need for centralized location for policies, FAQs, committee agendas, meeting notes.
- Options discussed: Microsoft Teams + OneNote integration, dedicated wiki software (e.g., BookStack).
- UMKC's successful use of Confluence noted; cost concerns raised.
- Action: Explore feasibility of library-wide Teams structure; investigate wiki options and consult UMKC for governance practices.

## Org Chart Mock-Up

- Kathy shared preliminary mock-ups aligning with strategic priorities.
- Goals: Build staff capacity, align workflows for efficiency.
- Potential changes: Health Sciences Library reporting directly to admin, Digital Library Development as a growth area (may include Archives), Resource Sharing alignment with Acquisitions.
- Action: Share draft org charts (PDF with watermark) for review; solicit feedback on alignment with strategic plan.

## Other Items

- Discussion on file storage: Clarify roles of SharePoint, OneDrive, Teams.
- Consider migration from legacy drives (U, N, Q) to OneDrive/Teams.
- Records retention and cleanup practices to be revisited at next LMT meeting.

## Action Items

| Action Item | Responsible |
|---|---|
| FAQ for Attendance Policy: Draft and share with supervisors in your units | LMT |
| Communication Norms: Develop examples and circulate for feedback | LMT |
| Wiki/Intranet: Research options; consult UMKC and ARL peers | Ernest & Team, Kara |
| Org Charts: Share drafts for review; collect suggestions | Kathy |
| File Management: Provide guidance on shared storage and cleanup | LMT |