

Library Management Team (LMT) Meeting Notes – June 9, 2026

Attendees: M. Gaunt, R. Graves, K. Peters, J. Pierce, E. Shaw, M. Toledo-Candelaria, K. Whatley

Support: N. Whyte

Travel Policy / Travel Plans for FY27

Kara shared a draft Mizzou Libraries Travel Policy document with the goal of establishing clearer guidelines and managing expectations.

Key discussion points included:

- Clarifying definitions for administrative vs. professional development travel
- Staff travel limitations, particularly restricting funded out-of-state and overnight travel unless presenting
- Adding flexibility through an exceptions clause approved by the Vice Provost for Libraries or designee
- Revising language to indicate a preference for full-time staff while still allowing exceptions for part-time staff
- Emphasizing alignment with available funding and strategic priorities

The group also discussed improving clarity around local vs. overnight travel expectations and refining wording to ensure shared understanding. The importance of discussing travel with a supervisor prior to submitting an official request was reinforced.

Knowledge Sharing

There was discussion about expectations for employees to share outcomes from travel. Suggestions included:

- Creating informal or structured opportunities for sharing takeaways
- Potential quarterly or monthly “brown bag” sessions
- Leveraging the Staff Development Committee to support knowledge-sharing efforts

The group expressed interest in improving knowledge sharing but cautioned against creating overly burdensome processes.

Next Steps for Travel Policy

The document will be shared with the DMT for further review in July.

Professional Development Funding

Kara outlined plans to review submitted travel requests once all are received. Priorities include:

- Ensuring librarians receive support for at least one conference
- Evaluating additional requests based on cost and impact
- Maintaining the overall travel budget at approximately \$109,000

Organizational Updates

Kara provided updates on organizational changes affected by ongoing union negotiations:

- A new grade-level position has been proposed but may not be filled immediately

Salary and Wage Discussion

Kathy reported on compensation planning:

- A 2% merit pool will be available for full-time, benefit-eligible employees
- Part-time increases would need to be funded locally
- Possible one-time lump sum awards may be used for recognition

Work-from-Home Requests

Kara provided an update on recently reviewed remote work requests:

- A limited number were approved, while others were denied without detailed explanation
- No clear appeals process was identified

Space and Facilities Updates

Discussion included:

- Planning for West Stacks use (remaining closed vs. reopening)
- Ongoing government documents shifting project, expected to continue through December
- Safety walkthroughs and evaluation of facilities, including lighting, alarms, and access control
- Consideration of maintaining closed stacks due to low usage and operational factors

Additional Items

- Discussion of the Staff Advisory Group (SAG) potentially transitioning to an all-staff Teams channel
- Committee volunteer call reminder
- Hiring updates related to graduate student positions and applicant pool