

# Staff Advisory Group Meeting Notes

November 18, 2021

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## **Presenters:**

Ward, Deborah: Interim Vice Provost for Libraries | Merz, David: SAG Chair | Peters, Kathy: Ast. Dir Business | Adams, John Henry: Research and Instruction Librarian, Special Collections | Kelly, Gregory D. (Coordinator Instruction & General IT)

## Welcome

Deb Ward:

- We've gotten to that tired point in the semester. It's November, the days are shorter, and we've all been hitting it hard to meet our mission this fall semester. I'm glad to see us on the brink of the Thanksgiving break. Not only am I thankful for the Thanksgiving holiday, but I also appreciate the opportunity to thank all of you for what you do in the libraries every day. I found myself talking yesterday in a meeting about the many people we have here, without whom I simply don't know how we would perform our work. When I think about it more, it includes a very long list of Libraries employees!
- I want to especially mention our Thanksgiving meal today, noting that our MULSA leaders have pulled off a mighty effort again this year to supply us with a tasty meal and give us an opportunity to socialize. Thanks to Karen Eubanks for heading up the team – others who helped out were Ryan Bish, Dylan Bateman, Mara Inge, Gwen Gray, Jennifer Thompson, Bette Stuart, Monique Fugate & Safety Team staff, Tammy Green, plus everyone who contributed to the meal! We had some excellent food providers. I'm sure I've forgotten someone, but please know that you helped make this a good day, and you're appreciated.

## Admin reports:

Deb Ward

- I've met with Library Committee in October and November. We did some housekeeping with Bylaws, and I've presented on the topics of "Library Services at a Glance" and the most recent Annual Report. At both meetings, we had strong engagement from members, with lots of questions from members about issues, and good indication of support for the libraries. You may be interested in knowing that Marie Concannon is serving on the Library Committee this year.
- In my meeting with Matt Martens this month, I filled him in on what I've discussed with the Library Committee, and also asked him what he thinks the campus needs most from the libraries this year. You'll be pleased, I think, to know that his reply was access to more journal titles and other information resources. He thinks we need to start adding some titles back, but it was a vague statement, and clearly, a lot more discussion is needed before that idea goes anywhere. What we want to see is an increase in our collections budget for next fiscal year. I think both he and Amy Bohnert, who oversees budget allocations from the Provosts Office, both recognize that we need more information resources funding, and both of them have stated that they've like to

see us have a collections budget increase next year, but, of course, it's too soon to know if it will happen or not.

- Journal funding has become an issue for the Intercampus Faculty Cabinet. Chris Dames, Library Dean at UMSL and chair of the UM Library Council, and Amy Bohnert, budget manager from the Provost Office, have been invited to attend a meeting with them to help them understand the journal cuts and the four-campus library system funds flow. They're clearly asking because they have been impacted by the cuts, and I'd like to see the conversation move towards understanding what specific action the provost can take to add titles back. I see this as a conversation that could head towards upward adjustments in our titles. But at the same time, I'm not counting on that. We have to wait for next year's budget planning to see where this goes.
- There is a search underway for the new library dean at UMKC. Cindy Thompson is still in the interim role there. S&T now has an interim, Roger Weaver. I don't have an update on thoughts about the Vice Provost for Libraries search here in Columbia, but I do note that the Dean of Business has recently announced his resignation.
- Kathy, Corrie, and Jennifer Thompson continue to attend regular meetings with this group, so that they can bring updates about budget, collections, and FOLIO implementation to them.
- In admin, we're working on the paperwork needed to send the request to open the search for the Head, Journalism Library. We have decided to not post a Librarian level for this position. The search committee is coming together, but not quite complete. We hope to get the go-ahead to advertise before the winter holiday.
- After months of having an open position, vacated by Ali back in June, to support Matt Gaunt in Advancement, we finally have made an offer, the offer is verbally accepted, the letter of offer made, and we hope to have the person on board sometime in December. The position has been vacant since June, and it's a relief to have found a qualified candidate to join our staff, since we are hoping to have a Library Society event in April, and Matt needs this person on board to plan and manage the details for that, as well as convene the Friends of the Library, and get more active in that aspect of development work again.
- High Point of the Month: Congratulations to the Archivists for being very close to finalizing their move into Ellis Library. We've talked about this for so many years, and it's great to see them almost totally moved in. The final phase began on Monday, and I'm sure Anselm has the most up to date information about how close they are to completing the move. I want to repeat my thanks to everyone who has worked so hard to achieve this. Archives, Special Collections, Facilities, Jeannette as the division head, and other planners.

## Division reports:

### Special Collections and Archives (Deb on behalf of Jeanette)

Archives move almost finished, welcome to Ellis

- Anselm's office and the primary processing space for archival material is now in 4F51A; Gary and Kris can be found in Room 401
- New HVAC systems installed for 4D21 and 4D11
- We are planning some repair work to the Vault that should happen in December.
- Open house is being planned

### RAIS Division (Deb on behalf of Jeanette)

- Congratulations to Rachel Brekhus for winning Outstanding Professional Librarian Award by Missouri Library Association
- The Digital Media Lab & Innovation Lab has begun a new PodCast called VoiceIn. This project was created to learn about students' lives and their relationship to libraries.  
<https://libraryguides.missouri.edu/dml/voicein>
- are working with the campus to explore opportunities to add a drive-up book return box.
- Joe has created a new LibGuide for our workshop offerings. Each semester the Libraries host a variety of webinars and workshops open to all MU students, faculty, and staff, covering a broad range of topics related to the library services and resources and the research process. We also host workshops and webinars for academic programs, research teams, and scholarly cohorts **by request.**
- Other:
  - The Assessment Team is working on a user survey that we hope to launch in the spring. Talk to Jeannette if you have questions or ideas.
  - The Libraries submitted two Enhancing Student Success Proposals to the Provost's Office in response to a call for proposals from President Choi.
    - Proposal 1: Adding digital signage in Ellis
    - Proposal 2: Additional Ebook funds to support growing e-learning programs
    - Thanks to Ernest, Nav, Shannon, Kathy, and Rhonda for their work on these proposals

### Facilities: Kathy Peters

- Custodian issues
  - Situation is a bit confusing currently due to the passing of our long-term custodian Robert. New custodian is not familiar with what areas they are supposed to clean. We need to review contracts with them.
  - For now, before the situation stabilizes, food waste should be brought to public trash cans which will be cleaned every day; Please don't put them in department trash cans.
- Window project
  - the internal work has begun. (They're sanding the windows, restaining them, and sealing them again; then they'll go around on the outside of the window and do more work.) Access Services is next on the list.
- Winter weather policy
  - Talk to supervisors to discuss which of the four different categories you fall into:
    - Staff who are not required to work on site: telework.

- Staff who cannot carry out their duties through telework: compensated without work.
- Staff who are required to telework and choose not to telework: must take time off.
- Staff who are non-exempt (hourly) and are required to work on site: typically, doesn't apply to us.
- Winter weather events come through MU Alert (email, text). Please double check if you signed up for MU Alerts

## Program:

### ***Leaders & Heroes 2*** Exhibit from Special Collections

Presented by John Henry Adams

- Co-curated by Courtney Gillie and John Henry Adams
- <https://library.missouri.edu/specialcollections/exhibits/show/lh2arts/intro>

### ***Spotlight Series: Microsoft 365, SharePoint, and Teams Training***

Presented by Gregory D. Kelly, Coordinator Instruction & General IT

- M365 has a variety of applications and services
  - Check their applications: <https://www.microsoft.com/en-us/microsoft-365/products-apps-services>
  - Training provided by Microsoft: <https://support.microsoft.com/en-us/training>
- MU Microsoft training team
- Teams Talk Tuesday – 2<sup>nd</sup> Tuesday of the Month @ 2pm
  - What's new in Teams
  - Highlighted apps in Teams
  - Join by code “rna36c8”
- Questions from chat:
  - Q: I'm curious if there is a Qualtrics equivalent on M365?
  - A: Yes. Microsoft Forms <https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes>
  - Q: How do we point people to IT support/training? How to find you or the trainings you provide?
  - A: MU DoIT training site <https://doit.missouri.edu/services/training/>