

## **Library Directors' Leadership Team (LDLT) Meeting Notes from October 19, 2020**

Attendees: Gerald Beasley, Curtis Lyons, Anne Sauer, Kim Nayyer (agenda and notes), Sara E. Wright, Andy Horbal, Christina Sheley, Eric Acree, Bonna Boettcher, and Greg Green.

### **Gerald Beasley - Follow up from last meeting/minutes clarifications:**

- Discretionary expenditures
  - Unnecessary delays around small items
  - Gerald discussed this with Ken Putnam and Ezra Delaney
  - Small supplies in usual quantities are not discretionary
  - It should look like a discretionary expenditure: something that is a choice
  - \$200 and less is a useful guideline and not a rule
  - Professional development is not a discretionary expense: these do not need to be mixed in with other expenditures
  - If in the director's judgment it's not discretionary, they shouldn't take it to their AUL
  - Discretionary is it supports the mission of the university/library but at this time of financial constraint can do without it
  - And tag it as a COVID-19 related expense
- Need to continue looking at ergonomics for people working at home. Think of it as an HR issue but a university too, so directors should give feedback to AULs/GB
- Books by mail clarification
  - Budget not to be the driving factor. We may need to go over budget to reasonably accommodate
  - In keeping with current practice re: accommodations, may not be any reason to make an official announcement to staff

### **Strategies for Burnout** (comments)

*(Gerald has asked Assessment & Planning to look at library usage in a normal semester, mapped on to this pandemic semester.)*

- An HR issue
- Not just staff burnout, but other issues staff face as more and more people may need to come back to work
  - General issues that are causing stress
- Feel things are fraying all around us, feels bizarre; feels a different phase of new normal
- Also with school back in session.
  - Took a turn for the better when the weather changed. A lot to watch out for as it's changing now
  - Expect things to change again better/worse around Thanksgiving
- Question—how well has the 50 minute hour worked?
  - Heard some things about this before our agenda: designate a day free of meetings.
  - Possible; not sure—is it a good idea to apply throughout the library system, university, own unit

- 50 minute hour was invented to help people deal with a really different way of working. Can't address all ergonomic issues, but gives some reprieve with break for exercise and a chance for a break
  - Over time it has lost some of its power; meetings tend to fill 60 minutes or even longer.
- Maybe a good idea to acknowledge 50 minutes have gone but can stay on if the discussion is engaging
- Masks:
  - Less an issue of don't have a mask and need one vs don't want to wear a mask
    - Some staff aren't equipped to have this conversation with patrons or with colleagues. This adds stress
    - HR session on mask compliance
      - Ask politely, then report the second time (Gerald will invite Tim Marchell to speak to library staff on how to ask for compliance)
    - When it's staff, it's a different issue
      - Look at HR site; go through that person's supervisor
      - University has set up a reporting structure
      - Important to address issues of non-compliant staff in the university
- Other things related to burnout: changes
  - Idea: Moratorium on major changes, especially on top of each other
  - Giving time to adjust to a change before bringing a new one
  - Think about confluence of different changes and multiple timelines
- Overworked staff and librarians
- Administrator, salaried staff and librarians overwork, no vacation
- Staff shortage, hiring freeze contributing to staff overwork
- Also disconnect between university requests for service and staff knowledge of service needs
- Emails, texts, out of office replies
- Other conversations about emails and communication needed
- Pandemic has increased emails
- Strategies for community building in the law library
- Law school step challenge to exercise
- Can staff do less?
- Face the issue of getting the ok to restore some services and resource challenge to do so
- If we curtail services or manage with less, are we setting ourselves up to be short of human and budget resources for the long term?