

Library Directors Leadership Team

May 25, 2022

1) Meeting student demand for longer hours during testing.

Olin/Uris have historically been able to extend hours during finals periods with current staff taking on additional shifts, often for overtime pay. Momentum was lost when hours were not extended during the pandemic, and they have lost one late night position such that staff are generally no longer interested in taking on these extra shifts, even with overtime. The minimum number of staff to keep both buildings open is 3 (plus students). How can we potentially find the staffing to meet this demand?

- A. Current salaries seem to be part of the issue as far as reluctance to take on extra shifts.
- B. Using retired staff as temps would be a great solution, if it can be worked out.
- C. There is just too much space and responsibility for untrained temps.
- D. Africana – have gotten retiree for limited time, reduce hours.
- E. Music – staffing shortages have required the director to close the library at times.
- F. Other units on campus are having the same problem.
- G. The long-term solution would be more 24/7 spaces that require no or very limited monitoring.
- H. In smaller units, many/all of the staff are able to open and close, but it is too complicated to close Olin/Uris to cross-train a lot of people to do it.
- I. A floater position across CUL? Or across a subset of unit libraries? Might be possible but there would be HR concerns.
- J. Hire a retiree as a temp for just finals period, if they are willing to cover the needed hours?

2) Questions and concerns regarding the Summer Friday afternoon program?

- A. The extra leave time is paid! HR is putting together a special category in Workday that these hours can be categorized for.
- B. We will pro-rate the 4 hours/week for part-timers.
- C. Libraries will not close Friday afternoons, units will work out schedules to make sure that all staff have another morning or afternoon off that week if they have to work then.
- D. Some services may reduce hours.
- E. Staff cannot bank this time for after the June 20-July 29 period. Nor can the time be cashed out.
- F. Managers should use their discretion when scheduling when a staff member takes their 4 hours (doesn't have to be Friday afternoons).
- G. Send Craig any questions you have.

Updates:

RMC:

- The reading room remains open during the designated summer Fridays. Use of the reading room is by appointment, but we cannot predict who will make an appointment for when during the summer.
- RMC is involved this year in Reunion activities as outlined [here](#).

- RMC continues with several search processes in various stages as we bring aboard new staff. We had had five or six vacancies or imminent vacancies, so this effort remains critically important for the coming months.

Mann/Science Cluster:

- Ten Van Winkle will be joining Mann Library in June as our multimedia support specialist.

Catherwood:

- Catherine Vellake is retiring on May 27 after 25 years in CUL and 11 at Catherwood.
- The Triangle Shirtwaist Fire website received the 2022 Health & Safety Virtual Exhibit of the Year from the AIHA.

Business, Engineering, and Entrepreneurship:

- The Management Library will be undergoing a renovation to its office space and service point starting June 13, 2022. Construction will last through the end of the fall 2022 semester.