The group reviewed actions since the last meeting. The following policies/actions were approved by the group:

**Policy on Laptops as Workstations for Libraries Employees**

All regular, full-time Libraries faculty members are eligible to choose a laptop or desktop as their primary workstation. LIT will provide a range of appropriate choices to faculty who are eligible for a new workstation.

Staff and part-time or temporary faculty who may need a laptop to carry out their essential job functions should contact LIT. Depending on the needs of the individual and their department, possible outcomes may include issuing a departmental laptop and/or a laptop as the individual’s primary workstation.

**Media Services Support Fund**

The Libraries will set aside a pool of $5,000 a year for libraries faculty to request media services support of their librarianship and/or research. Each faculty member is limited to $300 per year; if they need more support in a single year, the faculty member should speak with their associate dean.

**Libraries Nomenclature**

Over its last two meetings, the Management Team has discussed standardizing titles for the various levels of the new organization. While the first three levels are firmly established (DEAN – ASSOCIATE DEAN – DIRECTOR), there is some flexibility in the last two (HEAD and/or MANAGER) that report to directors, and directors will make these designations within their departments. These titles will be reflected on new organizational charts, which will be posted to the website as they are approved by MT.

On a related note, in the interests of removing silos and encouraging the entire organization to work together, the Associate Deans will no longer be “Associate Dean for ‘something.’” There will be a Senior Associate Dean of Libraries and an Associate Dean of Libraries. The designation of “senior” reflects a line of succession that the dean wished to establish in line with practices of other campus schools and colleges. A suite of departments or individuals will report to each associate dean. This practice will be reflected when recruiting for a new Associate Dean of Libraries.

**Other updates:** The search for Associate Dean is moving forward; the committee will be appointed soon. The MT discussed the details of their upcoming retreat. Jim gave a report from the Council of Deans.

The MT discussed two Working Groups (Service Points and Scholarly Communication)

**Service Points Working Group**
The group believes that the User Experience group had too large of a collection of responsibilities. We started by carving out the collection of responsibilities associated with Service Points both in Norlin and in the branches, and have drafted a document for the Service Points Working Group.

The group continues to work on the remainder of what was in the purview of the User Experience Working Group, and will share other changes when they are available. The group has forwarded a draft of the proposal to Norlin List for review and comment.

Scholarly Communication Working Group

The group is in the process of developing a working draft of the Scholarly Communications Working Group including the Libraries’ vision for digital infrastructure, the Working Group’s charge, its stakeholders, and initial priorities. The group will forward a draft of the proposal to Norlin List when it is ready for review and comment by the Libraries at large.