



Ground Rules for Library Management Team Meetings

1. There will be weekly meetings. The normal meeting day and time will be Wednesday from 9 a.m. – 10:30 a.m.
2. The meetings will start and finish on time.
3. The meeting will be rescheduled or canceled if:
 - a. the Director cannot be present and has not appointed a substitute or,
 - b. two of the team members are absent.
4. There will be no substitutes.
5. If a team member cannot attend a scheduled meeting he/she will notify the other members as early as possible. It is the absent team member's responsibility to read the minutes of the missed meeting prior to the next meeting.
6. Minute taking is the responsibility of all the team members except the Director. Minute taking will rotate among team members with a different member taking minutes at each meeting. This responsibility will be rotated in alphabetical order by last name.
7. The meeting minutes will include the following essential information:
 - a. Corrections to previous meeting minutes
 - b. Main agenda topics
 - c. Decisions
 - d. Action items
 - e. Summaries
 - f. Agenda items for the next meeting
8. The meeting minutes will be distributed via e-mail to the library staff using the *libstaff* alias. Minutes are archived at H:\Lib\Common\Coordinators Minutes
9. Team members will respect the confidential nature of discussions within the Library Management Team meetings. Confidential subjects will not be included in the meeting minutes or shared outside of the Library Management Team. Discussions about personnel issues are confidential. A written account of personnel decisions will be maintained by the Library's Personnel Officer.
10. Decisions will be by consensus. A consensus is not achieved until every member can at least support the decision. If a team member cannot support the decision, he/she will be asked to provide an alternative solution within a certain time period.
11. Each agenda will include:
 - a. Action items due for completion by the next meeting
 - b. Designation of the minute taker for the next meeting
 - c. Agenda topics for the following meeting will be listed
12. The Agenda should be sent out the day before the meeting.
13. Supporting documents for agenda items should be distributed prior to the LMT meeting.

14. Items to be added to the agenda should be e-mailed to all team members.
 15. The first five (5) minutes of each meeting will be given to a review of the agenda for that meeting. The agenda may be modified at that time.
 16. Each member of the team will grant respect to others. Members of the team are equal. There will be no sub-conversations during the meetings.
 17. Each member will be prepared for meetings and will complete agreed upon tasks.
 18. If a team member needs to take a break, the meeting will recess.
 19. All ground rules will be amendable by consensus at a meeting with all team members present. If this method is not feasible the ground rules can be amended after all members are consulted.
-

Approved by UMD Library Management Team
Date of approval: August 20, 2008

© 2006 University of Minnesota Duluth. All rights reserved. | [Contact the UMD Library](#) | [Privacy](#)

The University of Minnesota is an equal opportunity educator and employer.