

Senior Leadership Team Meeting
Staff Edition
March 17, 2021

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Library website sitemap & requirements review
 - a. We need the sitemap decided by the end of March 2021.
 - b. Evolution since last version:
 - i. Last version had a floating list of things that did not fit neatly into any of the menus.
 - ii. This version has found homes for those things, but the solution is not entirely elegant and does not preclude other approaches.
 - c. Discussion
 - i. “Special Collections & Archives” might fit better under either “Find Materials” or “Borrow, Renew & Request,” although that list is already long. Also, we may want to explore “international collections” (or similar) as “Global resources center” is special to GW and not something folks would Google/know to look for if they don’t already know we have one.
 1. It was expressed that “Special” “Collections” (and whatever attendant language) needs its own landing page.
 - ii. On “Creation & Learning Spaces,” might the Oliver Reading Room, IBT, etc. also belong there?
 1. Main reason that category exists is to provide a home for NCLC, which has a programming aspect. IBT would likely fall into this category as well, eventually.
 2. When learning spaces are considered, that often includes the room formerly known as STEMWorks, 219 and the programming/study halls there, etc.
 3. While calling out specific rooms is the right thing to do, it’s worth remembering that we will no longer be responsible for scheduling those spaces.
 4. NCLC could go under “Grants & Special Projects”, but that seems a misnomer and feeds into previous difficulties with people thinking it had a research support component.
 5. Might the NCLC go under “Student Support,” given its programming component?
 - a. Perhaps, but this would elevate the NCLC to the primary navigation level.
 - iii. What happens when someone clicks through one of the categories under the “Research & Scholarship” column? Need to clarify whether functionality is limited on second-tier pages.

1. Landing pages—as well as basic pages with text, images, video—can be under landing pages.
 - iv. Note that if “Top Textbooks” changes significantly, it will need a new home. We also no longer have anyone to maintain the list of top textbooks on that page.
 1. We can keep it there, but we might not publish it in Fall 2021 depending on our operating status.
 2. The desire is to avoid putting something in a high-profile spot that might not get maintained.
 - v. Should the sitemap be more optimistically constructed/more forward-looking so that we don’t have to backtrack?
 1. The idea is for the sitemap to be flexible enough for us to adjust as needed. The only elements really set in stone are the top-level menu items (although we can add later).
3. DEI pages & DEI Committee
 - a. DEI Committee and SLT will continue to work together on DEI activities and a statement reflecting our DEI values.
4. Materials for March 29 LAI Event
 - a. Slide deck
 - i. Set to auto-advance, but note that the person who starts it will have to use the Settings ‘gear’ in Present mode to set it to advance every 10 secs before clicking Play (so that everyone has time to take in the visuals and read the text).
 1. Runtime is 6–7 minutes, which might be a long time for folks to just sit and watch the slides in silence; maybe invite DJ Barrett to play accompanying music?
 - ii. Any staff laptop screens visible in photos have been obscured.
 - b. Script (edits/suggestions gratefully accepted)
 - c. Questions
 - i. Moderator to start the slide show, watch for raised hands/questions in chat during the sharing portion of the event: Tyler