

Senior Leadership Team Meeting  
Staff Edition  
July 21, 2021

1. Approve minutes from last meeting
  - a. Minutes approved.
2. Plan Gelman workspaces (cont'd)
  - a. Previous discussion
    - i. Content management team (8) would like to move above grade.
    - ii. SDLI team (3) would like to move above grade.
  - b. Content Management
    - i. Some of the team has not yet been able to test the 602 space. That group will next meet all together on August 5, and we can expect a decision from them at that time.
    - ii. Managers need to be tightly coordinated on facilitating workflows and communicating with their teams.
  - c. SDLI
    - i. Everyone has a place, but we would still like to optimize by co-locating the team at some point in the future.
    - ii. 607 is currently full, and we can revisit once other space decisions are made in early August.
3. Employee Recognition
  - a. An employee asked whether we could do something for essential employees that were required to take on extra risk and be on-site during the pandemic.
    - i. The employee suggested that bookplates might be a low-cost option that represents acknowledgement and has some persistence.
    - ii. How do we provide this type of recognition to people who have been on-site?
      1. Worth thinking about who all this applies to. We have the Access Services frontline staff that kept things running in early- to mid-2020, and we have people who were added to the on-campus cohort in late 2020.
      2. We could pair this with a nice letter of appreciation from Geneva to impart additional meaning.
      3. Process: communicate that we'd like to honor you with a book plate, pick one out of the collection, and then display them in a showcase on the 6th floor shelves (currently empty).
    - iii. Can we use the digital signs to display names of employees that we'd like to recognize?
      1. We could do this as long as we use still images.
    - iv. Resolved: We will move forward with offering bookplates to employees that were in the on-campus cohort.

- b. What about our larger approach to employee appreciation as we come out of the pandemic and return to campus?
  - i. Event ideas: Pancake breakfast? Captain Cookie? Lunch?
    - 1. While these represent a significant amount of work, members of SLT would be willing to do this. Do we think people will feel comfortable eating indoors?
    - 2. We could hold an event outdoors sometime after Labor Day, although we traditionally do it in August.
      - a. If we reserve Kogan, GW does provide grills.
  - ii. The point is to recognize/appreciate employees more generally and, immediately, to provide an opportunity for people to reconnect and socialize with one another.
    - 1. As long as the focus is on holding that space for appreciation, the substance of what we provide might not be as important.
- 4. FY22 LAI Goals
  - a. We will have the LAI-wide DEI goal and leave the additional goals (1-2) to be determined via the manager-employee conversation.
  - b. How do you navigate responding to employees who ask about what it would take to receive an “Exceeds Expectations” merit rating?
    - i. When we evaluate after the fact, we assess outcomes and impact--even though the goals drive input. There is no guarantee that employees’ success against their goals will translate into our impact evaluation, especially with the high bar that LAI sets. The manager must be able to communicate the distinction between the goals process (input) and the organizational impact evaluation (output).
    - ii. There is no checklist or formula for going above and beyond to the extent that your impact will exceed expectations.
    - iii. Some managers also consider how our employees adjust during the year--are they engaging that circumstance in a way that demonstrates to the rest of the organization what we can do together?
- 5. Last-minute website needs?
  - a. We will have what we need to have in order to launch.