Mission
The LMC is the leadership team for Tisch Library. In its role as advisor to the director, the LMC addresses ideas, opportunities and challenges that encompass cross-department, library-wide or university issues. It serves as a sounding board for exploration of both big-picture questions and tactical decisions.

The LMC seeks broad input to inform discussion, and ensures effective communication of its deliberations. It is the first tier for leadership-level decisions, reaching consensus when possible.

Charge
The LMC:
• Advises the director on issues requiring broad discussion, analysis, and assessment.
• Serves as a forum to discuss and address library operations.
• Has a library-wide focus
  o Identifies priorities and recommends annual goals to the Executive Committee
  o Oversees implementation of the strategic plan and helps facilitate the planning process
  o Creates and implements library-wide policies and procedures
  o Provides oversight to established project teams or forms new task forces to accomplish specific goals
• Facilitates communication
  o Brings the input of the staff to the LMC and, in so doing, involves the staff more closely in decision making
  o Ensures the communication of priorities, policies, and procedures to all staff
  o Shares reports from TLC and university committee work and solicits feedback
• Oversees data collection and assessment
  o Biennial survey – charges a working group, provides input into questions, develops and implements an action plan and communications based on results
  o Biennial focus groups (on the off-survey years) – charges a working group, provides input into topics, develops and implements an action plan and communications based on results
  o Populates the annual statistics template for reporting to the Office of Institutional Research and external agencies, by mid-July
• Creates an environment of mutual support, to ensure a high-quality work environment and a commitment to customer service
  o Formulates and implements recognition and appreciation programs
  o Encourages and supports staff volunteers on project teams and task forces

Members
Members contribute to the work of the management council in two ways: by sharing expertise and perspective related to their position, and by engaging thoughtfully in consideration of broader library issues.
The library director is the leader of LMC. Membership includes:
- the associate director
- the assistant director for Resource Management and Repository Services
- the Acquisitions manager
- the assistant director for Research & Instruction
- the head of Access Services
- the head of Scholarly Communication & Collections
- the head of the Lilly Music Library
- the head of the SMFA library
- four at-large members selected from the staff (2-year term)

An annual process will govern the appointment of at-large members. Staff interested in serving will send self-nominations to the director, who will make appointments with the advice and consent of the Executive Committee.

Members provide updates on their departmental activity, to be appended to the minutes each month.

**LMC Meeting Planning**
Two members serve as agenda facilitators: 1) a volunteer who will serve for the year, and 2) the person responsible for minutes at the upcoming meeting. They are jointly responsible for planning meetings in consultation with the director. Agenda items may be contributed by any and all LMC members.

Each item on the agenda will include a topic, a time frame, a short description, a category of meeting goal, and any information to be reviewed in advance. The agenda will be distributed at least two days before the meeting.

**Minutes**
Responsibility for taking minutes rotates each meeting, by last name in alphabetical order. (The annual agenda facilitator will be exempt from this rotation.) Minutes are distributed to LMC within five working days of the meeting; members have three working days to submit comments. If no revisions are requested, the minutes are approved. Comments or changes should be sent to the whole group. Approval of changes is done by consensus. Approved minutes are emailed to all library staff, posted in a Box folder accessible to all staff, and archived in the LMC R drive folder.

**Meetings**
The LMC generally meets monthly, with additional meetings scheduled as needed.