



July 23, 2013 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Rick Bearden, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Kristy Motz, Bryan Marquardt.

Topics

Scott opened the meeting noting that he had listed multiple items on the agenda to review but not necessarily all of them would be discussed at this meeting.

“Between Chapters Café” Update

Scott introduced Bryan Marquardt who handed out the proposed café schedule and noted that Laura Seay is the personnel to contact if needed. The hours were discussed and it was decided to adjust them accordingly to FLITE hours as listed below.

MONDAY – THURSDAY.....7:30 A.M. – MIDNIGHT
FRIDAY.....7:30 A.M. – 6:00 P.M.
SATURDAY.....NOON – 5:00 P.M.
SUNDAY.....1:00 P.M. – MIDNIGHT

Scott agreed that the café hours needed to synchronize with FLITE building hours including weekends. Dining Services will try later hours around finals.

Bryan implied that they would have approximately 18-20 total student employees working at different times at the Café. He noted there usually would be two to three persons staffing the café.

Bryan noted that holiday exceptions that match FLITE’s hours will be posted on the Dining Services website and the hours would be posted a month ahead of time. Bryan also noted that he would put his website person in touch with Rick so he may pull the café hours into FLITE’s website.

Bryan estimated the official date of opening will be Friday, August 26, 2013. He noted that he would be interested in giving his employees practice making the drinks so he will offer a special date for FLITE personnel to order drinks at no charge just prior to the opening.

Lyle inquired about the placement of the vending machines.

Bryan noted that he will need to follow up on which machines will fit in the locker area and that there might only be space for three. Those three would consist of the school supply, snack, and a combo vending machine of Coke and water.

Lyle also asked about the public microwave and Bryan noted his crew would maintain it but suggested we ask Karen Simmon about location.

Scott asked Bryan whether we could have the hi-top café tables, but this is unlikely.

Bryan wishes to attend future meetings to give updates.

Action: Josie will email the upcoming FLAC meetings for his future reference.

Priority Lists

Scott noted that he plans to check FIR for the FLAC charge to review. He then presented the master list of items listed in the 2011 reorg plan that FLITE has started but may not have completed. Scott would like to map the list of things targeted in 2010 to current core values, vision, and mission. He would also like to take a closer look at the departments and other groups such as committees, task forces and teams, etc.

Scott needs to know which committees and groups are doing what, and also their charges.

Action: Rick will send Scott an ecopy of the master “to-do” list so he can highlight what he observes to have been started or completed.

Rick noted that we should look at previous lists and assess whether FLITE has accomplished the goals.

Scott wants everyone to be clear about the function of FLAC and FLITE committees.

He suggested that the lists of things we said we are going to do should be divided amongst the group but he would like to give the process some thought.

Website groups

Rick suggested that the invites for the usability team should go out but Scott would like the Web group charges completed first.

Action: Rick will finish correcting the Web group charges so we can get invitations for usability out this week.

Core values, vision and mission to identify priorities for the next year and prepare for strategic planning

Scott noted that we should start with this topic first in order to move forward.

Scott also noted that the priorities could be addressed by reviewing what items are underway or connected to the 2013 cv, m, and v.

BRCL - ensuring a smooth move-in, operation, and move-out

Some in FLAC have more information than others about the BRCL move. Scott will call Miriam Andrus to arrange a meeting to discuss questions, keys needed, file cabinets, and card swipes.

The 2nd floor offices are cleared and need only to be cleaned and the cabinet locks on the lower level need to be recored. The BRCL needs two common core keys because of how the FLITE doors lock at 5 pm.

David noted that BRCL staff needs 380 book trucks total and will gather what he can for their use.

Scott would also like an idea as to when the freight elevator will be up and running at full capacity.

Action: Scott will contact Mark Eichenberg.

Other Business/Roundtable

Scott noted he will make a file folder in AD for FLAC working documents.

He also noted that he will send the FLAC agenda to the FLAC committee 2-3 days prior to the meeting.

Kristy asked about the room reservation times. Some students want the room for long periods of time but she and Lyle suggested that they need to limit the period to 4 hrs. That may change per situation. The group concurred.

Kristy asked as to when it would be okay to share the meeting minutes to the rest of FLITE.

Lyle mentioned he would like the agenda a few days prior to the meeting.

Action: Josie will send out the request for FLAC items out to all FLITE personnel rather than just the FLAC committee stating when the next meeting date will be.

On deck for future meetings:

- * assessing how well our organization is working, based on what functions our users need to succeed
- * assessing how our human resources are and should be allocated, including liaison program, committees, organizational structure, etc.
- * filling vacant positions
- * establishing new ways to get user input on the above, and other topics
- * prioritizing facilities repairs, and replacing some furniture and technology
- * prioritizing needs requiring funds
- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * managing building partner relationships
- * cafe logistics

Adjourned @ 3:10 pm

Josie VanAvery

Next Meeting
August 7, 2013, 2:00-3:00 p.m.