



## October 2, 2013 Ferris Library Advisory Council Meeting Minutes

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**Chairperson:** Scott Garrison

**Present:** Scott Garrison, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Melinda Isler, Kristy Motz, Rick Bearden.

### Topics

#### **Preliminary plans for dealing with Emily's departure**

Scott discussed the event of Emily Mitchell's departure on October 11 and responsibilities that will need to be redistributed until a replacement is hired. Such responsibilities include instruction, liaison for optometry, sociology, psychology, and recreational leadership, research desk consultation (OID), SmartSearch admin and back-up for Rick as well as the maintenance of PILOT.

Redistribution of some responsibilities will be as follows:

- David has agreed to take on the responsibility as liaison for the RLSW.
- Mari agreed to take on the responsibilities as liaison for the psychology group.
- Someone is needed for optometry.
- Stacy agreed to be the primary point person for social media.
- Melinda agreed to assist with the sociology classes.
- Kathy Bearden has agreed to do more of the desk coverage.
- A combination of Jason and staff will be back-up for Rick.
- Rick noted that he and Emily will continue to work on the PILOT software even after her departure.

Kristy noted we didn't need to worry about covering FSUS classes at this time.

Melinda noted that Emily was also a member of the Learning Technology Advisory Board.

Scott noted the need to move forward on the position but first we need to know details of our criteria of the position and input from the librarians as to the essential functions before it goes to Deans Council. Scott also noted that Leah would be working on a draft of a couple potential job descriptions for Emily's position. Scott intends to present the position to Deans Council on November 7.

Rick noted that Emily's title (description) allows for a wide variety of functions. He also noted that he feels there is enough freedom to work with the description when presenting the position to Deans Council.

**Action:** Leah will draft a couple potential job descriptions of Emily's position in preparation for presenting the position to the Deans Council.

**FLITE room use policy update – Kristy**

Kristy noted that she received two comments via email regarding the draft of the room policy. Fran suggested changes that would create a less awkward policy and more clear understanding. She also stressed linking the changes to other pieces of the website. Fran's comments were then discussed and considered for integration to the draft. Ann addressed some changes to clarify the policy as well as the need to connect those changes to the successive link.

Scott encouraged Kristy to review the university policy on room scheduling to be sure we are not missing any valuable information. Scott noted that the policy was posted for comments on September 25 and now it has been close to two weeks so the policy could be closed to comments.

Rick noted that he could assist Kristy with the final policy and it could go live on the web by Monday, October 7, 2013. (The revised policy is attached to these minutes).

**Action:** Kristy will incorporate the suggestions into the policy, will take the lead on the policy changes and send out another draft.

**Emergency Protocol /Essential Personnel**

Scott discussed the emergency call this morning regarding the power outage at Ferris and requested that we have a protocol procedure in place for any future events. He noted that we should have an emergency protocol when there is an emergency closure situation at Ferris.

Scott also noted that in case of an emergency in the future, he will call Leah, Josie, Melinda, Lyle, and Lingfei.

David asked for clarity regarding the term "essential personnel". He also inquired about the possible question from the CT staff regarding the fact that some came in to work but would have been excused because of the power outage.

Scott noted that the essential personnel includes the vital positions such as physical plant, those responsible for critical, plant functions, dining services, selected IT staff, health and safety personnel, etc. Scott then noted that the Ferris policy doesn't necessarily cover if there is compensation when it is a situation of excused personnel that came to work. He thought that we shouldn't handle their time any differently than any normal day without disruption. He will log Dave's question and request confirmation from HR.

Leah thought the policy indicates that the personnel will not be docked if they don't arrive until noon but will be paid the same if they do work their regular time.

Rick noted that any emergency information regarding FLITE or the university should be on the website but there should also be an internal policy with suggested procedures.

Scott suggested that for future emergencies, Lyle and Lingfei should take the lead and notify appropriate personnel.

**Action:** Josie may need to check with HR on the policy if someone came to work but others were able to stay home.

**Other Business/Roundtable**

Scott noted that there is interest to have a CT staff on the FLAC committee and that he contacted Dorothy. Scott agreed that if the group should decide they want this representation, they will need to vote on who should be their CT representative. Scott also clarified that this will be the last change for FY14 regarding authorized representatives.

It was noted from multiple attendees that the opportunity of CT representation at the FLAC meetings was previously offered but declined. Also noted was that the purpose of FLAC did not necessarily require CT representation. FLAC does not represent a workgroup but is a group that is responsible for the planning and decision making of the library.

Melinda noted comments that she heard from attendees of the All-FLITE meeting regarding the fact that the BRCL was in attendance for agenda items that did not concern the BRCL and that they should be excused from the meeting when there is discussion regarding our organization.

Scott will be sending out clarifying information regarding the organizational restructure.

Adjourned @ 3:00 pm

Attachment

**Discussion List as time allows:**

- \* 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

**Next Meeting**

**October 23, 2013, 2:00-3:00 p.m.**

## Instructional Studio Usage Policy

1. Student instruction conducted by librarians and classroom faculty always takes priority in reserving FLITE Instructional Studios. Studios may be reserved for other purposes when not in use for student instruction.
2. We will follow University Business Policies: Use, Rental, and Lease of University Facilities and Business and Special Expense.
3. We shall adhere to the ALA Bill of Rights in all room reservations.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

What does this mean?

- If a studio reservation may interfere with instruction of students, either by library faculty or classroom faculty, we reserve the right to bump that reservation, which includes moving the reservation to another room or cancelling it. A faculty member or librarian involved must be reserving at least 14 days in advance, and the party to be moved will be given at least 14 days' notice to move.
- No activity in a room shall interfere with another's ability to subsequently use the room.
- Activities in rooms shall not be disruptive to surrounding areas.
- Some restrictions will be based on fire code and safety laws.
- The Ferris State University community will always receive priority for FLITE resources, including rooms.
- Interpretation and implementation of these policies rests with the FLITE circulation managers (nighttime and daytime), the room reservation coordinator, the instruction coordinator, and the department head for public services.
- If, after a good faith effort to resolve issues with the policy keepers above, there is a need to challenge a decision, an appeal in writing may be made to the Dean of FLITE's office for resolution.

(Approved by FLITE Library Advisory Council October 2013)