



November 6, 2013 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics

Organizational structure brainstorming

Scott opened the meeting discussing how the organization structure and admin structure are similar. Scott noted that he wants to move forward on refining our organizational structure.

Melinda noted that she heard from the VP of Academic Affairs and he stated that the faculty may not take a vote on the administration structure until the organization structure is decided.

David noted that our organization structure needs to be clear to FLITE employees.

Scott outlined below the working process of brainstorming the final preparations of the organization structure.

Organizational structure- do we have a current one, i.e. with names

- Working with draft copies
- Ambiguity with roles and responsibilities, reporting lines
- “Muddled”-acronym soup
 - o * put out a labeled current version?
 - o *how accurate is it? Still some errors?
- “Mistakes” to be avoid?
- Be transparent, and share results back out.
- Presentation not voted/discussion –limited buy-in
- Look back at full detail of what was done in last iteration
- Update bibliography – who/how?when?
- Collect things that are/aren’t working

Important criteria: timing

questions about current organization.

do we have buy-in?

don’t blame the steering committee.

Do we need an outside set of eyes? Not personal

- Focus groups?
- Ferris/non-Ferris?
- Mitigate conflict?

Do we have the whole collection of documents from last iteration?

*What do we do?

Lyle suggested that we look at the individuals and how their jobs changed.

*Camp is an arbitrary legacy

Who does what, reports to whom?

What are our priorities?

How will roles change?

Further discussion continued with Scott noting that everyone needs to clear as to the function of all of our committees, i.e. FLAC, Assessment Team, Diversity Committee, etc.

Power Outage / Essential Employees

Lyle noted the current policy on essential employees and handed out a document for continuity planning in the event of an emergency. (Attached to these minutes)

Scott noted that Tammie Grunow stated we were told not to report until noon on October 2, 2013 so if anyone did work before noon on October 2 during the power outage and is a full time benefit employee (exempt/non-exempt), they should send an email to Amy Parks and they will receive vacation leave time.

Action: Josie plans to follow-up on the procedure to report the names of those involved.

Other Business/Roundtable

Leah noted that Fran suggested the movable white boards to be available to the students.

Scott noted concerns about how we would keep them clean.

Lyle suggested that we should just have the cleaning solutions available for the students to use.

Scott was in favor of the white boards and suggests that we acquire estimates.

Action: David volunteered to acquire estimates on the white boards for Scott.

Leah also noted another item of Fran's suggestion that proposes creating a collection of educational videos at FLITE that includes videos that other departments/programs/groups have purchased & makes everything more available.

Due to time constraints, Scott thought this might need to be discussed at a later date.

Scott noted Kristy's idea of offering free coffee coupons for the instruction students and suggests that she contact Laura Seay to acquire them.

Action: Josie will contact Laura Seay.

Essential Operation Function Analysis for Continuity Planning

Large Scale Staffing Shortages

For the purposes of continuity planning both the Media Production and Special Collections are non-essential.

During a pandemic, bad weather event, etc. every attempt will be made to maintain library services. Depending on the situation, hours of operation may be reduced and services limited.

Two Essential Operations of the Public Services Department are Reference Services and Circulation Services.

First and foremost would be those activities that occur at the first floor service desks.

Reference (in-person, chat, and phone inquiries)

Circulation (check in and out of material and the equipment which might be used with those materials)

That being said, it is crucial that the Internet be available. Without Internet availability our databases and the online catalog are useless. Through the Internet patrons in the building as well as those connecting from off site are allowed to use the databases and other online services even when the building is closed.

One function which may be essential to our internal operation would be the sorting and distribution of the mail. This function could minimally be done by someone from either the circulation or reference staff.

It would be helpful if sufficient staff from the PS dept. were not available that support staff from the Library Systems & Operations department and from the Media Production department be cross trained to perform some limited circulation functions. Librarians and Library Associates from the Library Systems & Operations department and from Specials Collections as well as the Administrative Aide from the Access Services unit could be cross trained to assist with reference duties.

Following are listed the essential staff needed in order to maintain basic services in the

Public Services Department during specific events:

SNOW/ICE STORM

In the event of a snow day lasting part of a day or for several days during which we were open limited hours. Providing Reference Service (in person, chat, and phone) and Circulation Services would require a minimum of:

One Reference Staff

Two Circulation Staff

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
November 20, 2013, 2:00-3:00 p.m.