



December 18, 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, Rick Bearden.

Topics

Better informational labels/signage in Bound Periodicals with info such as "Current issues shelved with Popular Magazines"

Leah noted this topic was initiated by Fran. It was suggested that we need signage within the bound periodicals to identify when titles have been changed or there are other resources available on a particular subject matter. This signage would assist the patrons indicating where they may find more current issues or other resources for the specific topic. Leah also suggested that the current issues should be more visible. David suggested that a label should be attached to materials addressing where the current issues are located. Scott suggested waiting to post signs until the weeding of the next current journals is complete. Rick suggested that we move forward with the signage so that we may learn what the more popular reading material is within those periodicals.

Action: Leah will take this topic of better information labels back to the DSS department to figure out a resolution.

Overdue fees for seminar rooms and studios

Kristy noted that the study room fees are \$15/hr. when overdue while the seminar/instructional rooms are \$1/hr. This differential in fees may be creating the interest of seminar/instructional reserves over study rooms as to avoid the higher fee. Lyle suggested that Dorothy had concerns regarding this situation suggesting that some students are deliberately reserving the seminar /instructional rooms as to avoid paying the higher fee in the event of a late key return for the study rooms. Equivalent fees were suggested to avoid this issue. Kristy voiced concerns that the implementation of this policy change might affect the faculty that reserve rooms. Rick noted that he could implement a process that would not charge the faculty.

Kristy suggested that before any changes to the policy are made, Dorothy could document any information regarding the late fees for one semester. That information then could be reviewed by FLAC and changes to the policy could be made if necessary.

Action: Dorothy will track how often there are offenders to the study room and seminar room reservations.

One-Time Equipment Request

Scott noted that he will be submitting the one-time equipment request form to the Academic Affairs office. This list will consist of flat panel televisions for some study rooms and movable white boards. Scott also noted that there are three possible usages for the flat screen televisions. People can use the dvd/vcr to view media as they need, view our campus cable, and plug in laptops for presentation practice. Scott suggested that Joe Strohkirch and Travis Scott may be able to do the installation.

Lyle inquired about the policy regarding the remote controls for the televisions. Scott indicated that those items should be a circ desk check-out item.

Scott noted he is holding off on furniture so that he may review the students' preferences and he also is in consultation with Jamie Millspaugh to sample some furniture at FLITE. He would then like some input from the students before he buys any furniture.

Other Business

Rick inquired about the ten foot white board needed in study room 106. David measured the actual footage needed and reported that footage at the meeting.

Scott suggested deploying the white board in room 119 to another study room where it might be used more frequently.

Action: Josie will order the 10' white board through Karen Simmon with a project request form and then submit a work order for the installation.

Scott noted that a decision regarding the re-purposing of the work bench and other materials in room 121 needed to be made so it can be converted to a study room. With that decision, we then can set the room up for use by spring semester. A new circ desk key will be needed at that time.

Action: Rick will view and make a decision on the re-purposing/disposal of the work bench and leftover materials in 121. Dave will order a check-out key for FLT 121.

Roundtable

Melinda noted that her new scanner is working well. Melinda also noted that a student was confused about the closing schedule for FLITE before break because she was told by the circ desk that FLITE closed at 4:45. Dave confirmed that it is 5:00 but perhaps at that time it was the last call that was reported to that student. Due to some students having room keys and check-out items that are due at 5:00, they may have noted to the student that the library is closed at 4:45 to alleviate a rush right at closing for multiple returns.

Lyle noted that on Dec 4 the water was inoperative because a problem in Clark Hall.

He also noted that although the situation was handled, looking forward he would plan to notify Scott Garrison of any unusual situations and Scott confirmed.

Rick noted that John will need to leave for break today, December 19 at five and will not be back until after the holiday due to family issues.

Rick also noted he needs a laundry list regarding what is needed to update the accessibility room (FLT 119) and will touch base with Leeann, Deb Cox, the accessibility group, as well as other groups involved with distance learning because he would like it done correctly. He also asked for input if anything needs to be updated.

Rick suggested that the various technology notifications should be presented in a smoother communication. Scott agreed that we should coordinate better communication. He would like to alert the Student Senate, the faculty and all people involved whenever we make changes to the accessibility room.

Dave noted he began shifting the third floor and inquired if anyone wanted to assist when they are not busy.

Kristy noted that Paul Kammerdiner will be an alternate member f or FLAC in the event that she cannot attend the meeting.

Meeting adjourned at 2:45.

Next Meeting
January 15, 2014, 2:00-3:00 p.m.