



## January 15, 2014 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**

#### **“Acting Dean Protocol” with absence circumstance of Dean Garrison**

Scott noted that sometimes when a dean and his/her lead administrators are away, another dean within the other colleges would serve as acting dean. His direction for protocol would be as follows: Leah, first if available, Bill Potter, second and Rick Kurtz, third as acting dean. Scott will assign Melinda (chair of the faculty) as acting dean when Leah, Bill or Rick are not available.

Lyle inquired as to what issues would require the acting dean to make decisions.

Scott noted that this protocol for our facility would be for issues that might come up in regards to emergencies such as safety issues, alerting necessary authorities, closure due to weather or hazards such as tornados, fire, snowstorms. In that event, Josie would be the point of contact and she will contact the acting dean. Josie also has Scott’s cell number and can contact him in the event that any other issues arise.

#### **Loading Dock Management**

Scott noted that a staff member alerted him to the multiple packages that are being held in the loading dock at various times. This can leave the space and traffic area congested. In an effort to manage that space more effectively, we will require a form to label the details of the ownership and dates of drop off as well as expected removal. This does not include deliveries for archives, etc. It was noted that the trailer belonging to Media Production will be removed in the spring.

**Action:** Josie will create forms for use in the loading dock area.

#### **Microform & Other Copying on 2<sup>nd</sup> floor**

Scott noted that he would like to group all 2<sup>nd</sup> floor equipment creating a copy center area to include microfiche, microfilm, and copiers.

Rick noted that he met with Jason and Dave yesterday to work out the details involved with moving forward with this idea.

#### **Information Technology Advisory Board**

Scott G. noted that he has been asked along with Jim Hessler, Andy Karafa, and Paul Blake to be a representative of Academic Affairs at the IT Advisory Board meetings. With plans to advocate for FLITE and FLITE’s building partners, he invites everyone within FLITE to bring him any needs or issues that could be addressed to the IT AB. He plans to provide feedback on items such as the pay to print moving to PaperCut throughout campus, improvements to FSU including digital signage implementation, standard approaches to the installation of flat panels instead of

CRT technology, Identity Management, LDAP concerns, and how the IT Advisory Board connects with other groups like the IT Standards committee. Scott will advocate for PaperCut but Rick cautioned on procedures regarding print due to contract dates that need to be considered when pushing the print management. Rick does agree with Identity Management but feels we need to prioritize other needs. The first meeting is Friday, January 17, 2014.

#### **Fourth Floor Noise Reduction Doors**

Scott noted his intention to install doors to help relieve some of the noise that travels to the third floor. Mike Hughes contacted Scott with a draft resolution and estimated cost, and Scott will share that information with Fritz Erickson. Suggestions were made to make one of the doors handicapped-accessible.

Melinda suggested that outside funding might be available. It was also suggested that signage should be placed as soon as possible to address the noise issue.

#### **Other Business**

Scott announced some of his initiatives are as follows:

- Furniture – Looking at some plans for furniture for student use
- Facilities – changing the dark room (424)-remodel 412G
- Lower level – what to do with space when BRCL moves out
- Technology – Various Public computers need to be replaced.
- Digital signage-Scott is looking for Fritz’s support at FLITE.

Scott noted he had conversations with members of FLITE’s Steering committee, Dorothy and Lyle. He will be looking to read their previous reports to help decide where we should go with our organization.

Scott suggested that he would like to initiate a question of the week to get feedback from the FLITE faculty and staff on common procedures and events. He plans on using Survey Monkey and stipulates that it will be totally anonymous.

Lyle suggested that we should have a mechanism to calculate that information.

**Action:** Scott will initiate a question of the week on Survey Monkey and see how it goes.

#### **Roundtable**

Dave noted the ATM is in the building but not working yet. He also noted that it is located between the café and one of the vending machines and it will dispense small bills such as \$1/5/10. Dave also noted he is continuing on with book shifting.

Rick noted the change with Michicard required him to remove all references to it from the library webpage and requests that we bring to his attention any future changes like that because they require action on his part in regards to our webpage.

Adjourned at 3:07

**Next Meeting  
February 5, 2014, 2:00-3:00 p.m.**