



April 16, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Leah Monger

Present: Leah Monger, Josie VanAvery, Lyle Mourer, Kristy Motz, Rick Bearden.

Topics

Update on John Ruark's position-Rick

Rick noted that John Ruark accepted a new position as an account manager with Ricoh and that the company has posted his previous position. He also noted that Bill Quigley applied for that position but until the process is complete he is not at liberty to formally announce John's successor. He presumes the new service person will be publicly announced soon.

FLITE Mission Statement Placement Update-Leah

Leah noted that the signage of the on the doors in the lobby are of the old FLITE Mission and Value Statement. She suggested that we make a new MVS and improve it by making it a little larger. Leah suggested that Josie should work with Kent from Media Production to update the signs. Everyone agreed.

Action: Josie will order new updated signage of the Mission and Vision statements from Media Production.

Office 365 Shared Groups-Leah

Leah noted that Jason Proefrock has inquired with IT about establishing the group email addresses and when they could be migrated to Office 365. She also noted that Lynn Lewis is planning to work with Jason to create the groups himself. Jason has now submitted all previously listed groups except the librarian's group.

Rick noted that Laurie previously worked on those groups and should still be able to work on updates when needed along with Jason. Leah asked the group if they knew of any other groups that might be needed.

Lyle noted that it would be helpful to have the individual functional groups available for emails.

Leah suggested that we inquire with others from FLITE as to what groups are still needed.

Other Business/Roundtable

No other business reported.

Adjourned @ 2:40

Next Meeting
May 6, 2014