



May 6, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics

Repurposing of BRCL Space

Scott noted the changes that might take place when the BRCL vacates the lower level that included the possibility of some additional display space for David Pilgrim on the wall adjacent to the JCM in the lower level. Discussion continued in regards to the usage of items located in the Lower level such as the collections on the 2nd floor. Also in question was the compact shelving, the service desk, placing current unbound issues, and what to do with the vacant 2nd floor offices.

Kristy had concerns that the area suggested for display space would not be clearly visible to patrons because it would be behind the movable shelving.

Suggestions were made to gather statistics on the frequency of items used within the auxiliary collection and whether that collection should continue to be kept in the lower level. It was mentioned that perhaps we could use the compact shelving to help the new unbound journals become more visible.

Scott plans to submit documentation to Admin & Finance regarding the in-kind contribution of our unused shelving to BRCL. He would also like to donate FLITE's aged book trucks once new ones are ordered.

If approved by the finance department, the shelving will be moving out the week of May 19th. BRCL will move out the week of June 9.

Organizational Structure

Scott met with the Steering committee about moving forward with the org structure. He has received comparisons org structures from other colleges/university libraries that are listed on the "J" drive at <J:\Workgroup\Flite\Organization 2013-14\Org Structure Comparator>. He would also like to meet with everyone at FLITE, discuss what they think a successful organization structure looks like and get their impressions as to what they think about the org structure and how the functions match up to the FLITE core values. Scott feels very strongly about the idea that our organizational structure should

reflect our core values. He would then compile information and look for common themes and try to measure how well it is working. He would like everyone's perspectives on what kind of standards to expect of people to live up to such as better time off reporting and collegial conduct. Another option is to engage the two consultants that he has previously conferred with to see what they recommend. His plans are to complete the org structure by the end of July.

Status of new emerging technology position

Scott has received a verbal acceptance for the position and expects the written acceptance to be here on Thursday, May 9, 2014.

Progress of Committee on Committees to assess FLAC

Rick and Melinda did an inventory of committees such as FLAC, task forces, etc. back in January, a draft of which is on J:. Rick thought it best to evaluate FLAC so that the next version of this committee would be more effective.

Other Business/Roundtable

- ❖ The group discussed job descriptions as a tool for organization structure and development. We need to know what people do in order to know how jobs may need to change. Kristy noted that when you hire someone you do have a role in mind. The group may revisit this at the May 20th meeting.
- ❖ Melinda announced the old dumbwaiter was removed from Alumni and progress is moving forward for the new dumbwaiter to be installed.
- ❖ Scott mentioned the cooling tower maintenance and that there will be updates on our procedures for mail, deliveries, and office changes during this time period.
- ❖ The email from the copier/fax machine on the 1st floor is working again.
- ❖ Scott would like to offer space to anyone who needs office space while a planned power outage on the west side of campus is taking place.
- ❖ **Action:** Scott will notify the Deans.

Next Meeting
May 20, 2014