



## June 4, 2014 Ferris Library Advisory Council Meeting Minutes

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**Chairperson:** Scott Garrison

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

### Topics

#### **Summary of the focus groups held in April – Stacy Anderson**

Stacy reported the results of the two focus groups on April 21 and April 28, 2014. Brooke Moore was the facilitator and Leah was the scribe. Various participants responded to defined questions asked about the library and its services, atmosphere, space, amenities, etc. The detailed documents are on the “J” drive at J:\Workgroup\Flite\Assessment.

Stacy distributed a summary of the focus group results and highlighted specific common themes over both sessions. Parking and printing were common issues for the students. The summary page is attached to these minutes.

Scott asked how we could follow up on the gathered information.

Leah noted printing was a huge issue with the students so perhaps it would be nice to offer a printing benefit, i.e. free printing, discounts, etc.

Rick discourages the free printing because it could generate waste. He would rather see a discount offered for printing.

Scott also asked how we might do direct observation of students within the library.

Kristy suggested perhaps the desk personnel could observe when not busy.

Leah also noted that one student mentioned a desire to have the writing center at the library.

**Action:** Scott will follow-up with Jim Hessler and Pat Briggs regarding the potential of implementing Papercut within the dorms.

#### **“Action” Item Completion Status – Scott**

Scott reviewed the action item list with the committee. Items that need to be completed or need follow-up are as follows:

1. **Action:** Dave and John will schedule and conduct refresher training for staff and print instructions. (Microfilm) *(Dave will do a 2<sup>nd</sup> iteration document)*
2. **Action:** Scott noted he will draft a direct charge and will ask for thoughts regarding the charge verbiage from FLITE faculty and staff. (Committee on committees)  
Rick & Melinda did an inventory-*Scott will prepare a matrix.*
3. **Action:** Josie may need to check with HR on policy regarding days like the recent power outage day if someone came to work but others stay home. - *completed but Scott will look up HR’s message.*

4. **Action:** Scott will contact Mark Schuelke and find out how the university center and the IRC handle room reservations. Lyle contacted Shana Beisiegel about charging outside groups but *he will also check with the university policy regarding collection of fees.*
5. **Action:** Rick will inquire about the purge of non-student /non-employees. This will be discussed at a future meeting. Rick will follow-up with Kriss Tessin.
6. **Action:** David volunteered to acquire estimates on the white boards for Scott. *David will also check for fall for the 1<sup>st</sup> & 2<sup>nd</sup> floors as well as the ESA.*
7. **Action:** FLAC will review one policy per month at the FLAC meeting starting with the oldest policy. Scott suggested that this review happen at the first meeting of the month. *Suggestions include the table policy and others for fall. They should send to Josie.*
8. **Action:** Dave and Rick will work on the update as well as work with Kriss or Yuri if needed. (Exposing DVDs to be more visible) *Dave, Rick, & Kriss to follow-up –Media Booking.*
9. **Action:** Dave and Leah will run circulation numbers on the videos. (Exposing DVDs)
10. **Action:** We need to decide what to do with the vinyl record collection in 140K. Melinda thought it was possible and suggested asking Scott Atwell to catalog the collection.
11. **Action:** Dorothy will track how often there are offenders to the study room and seminar room reservations. *Need to find out her results.*

### **Other Business/Roundtable**

Scott noted that we will continue and finish reviewing the action item list at the next meeting.

He would also like to review and clarify the description of the acting dean's role.

In response to the provost's request that FLITE contribute to the 4<sup>th</sup> Floor doors project, Scott made the executive decision to allocate \$5000 out of the general admin budget. This project will assist in providing a quieter third floor. He would like the project to be completed prior to fall 2014.

**Adjourned @ 3:00 pm.**

**Next Meeting  
June 18, 2014**