



June 18, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics

IT plans -changing staff locations between 412E and 412H – Scott Claerhout

Scott C. explained that there will be changes with the TAC staff and locations at FLITE triggered by a new employee with TAC. Ben Looy is a new temporary adult part-time who will reside in FLT 412E and is responsible for data security for multiple offices at Ferris. He will audit computers and develop compliance procedures. Scott distributed a map layout of changes with furniture and positions needed for FLT 412 H. Scott noted network connectivity will need to be updated and if any furniture needs to be purchase this will be funded by TAC. Dean Kludy and Tim Cooley will move into 412 H.

Scott G. noted that it may be possible for some FLITE furniture/desks to be re-purposed to furnish FLT 412H.

“Action” Item Completion Status – Scott G.

Scott continued with the action items not addressed at the last meeting. The follow-up needed on the remaining action items is as follows in italics:

The action item from January 2014 regarding Survey Monkey and the question of the week to be included in the Dean’s weekly update was completed by Scott G. and he would like to continue with that. He has offered to email the question to all personnel prior to the FLAC meetings for thought and dialogue pursued through their representative. Scott offered to share the previous questions of the week responses at the next meeting.

Action: Scott will share the responses to the questions of the week.

Action: Scott stated that he will give out agenda information a week in advance for review prior to the FLAC meeting.

Melinda suggested that sharing the FLAC agenda prior to FLAC would be fine, but not necessarily appropriate for the librarians meeting.

The action item from February 2014 regarding placement for a video game machine at FLITE was completed by Lyle & David. After review, they concluded that there was not a suitable location within FLITE.

Action: Scott will follow-up with Nick Kuiper about those results.

Action: Follow-up needed by Rick to create a policy regarding USB flash drives left at the library.

Action: Follow-up needed by Rick on mechanism for printing refunds.

Action: Follow-up needed by Rick as to whether BRCL acquired the film & fiche

equipment that was offered and accepted by Miriam Andrus of the BRCL.

Action: *Follow-up needed by Josie regarding the signage at FLITE.*

David reported that there were not any major issues regarding the student employee alternative to a permanent part-time employee.

Lyle noted there wasn't anyone who could set up guest print cards. Currently students do not have authorization to view information to apply that function.

Action: *Rick will pursue a solution to help with processing a guest print account and work with Lyle and Dave.*

Evening Tech. Help Hours

Scott noted there was a meeting regarding this issue with Leah, Kristy, Jason, Rod, and Lyle. Lyle reported that there are still a few details to be worked out but the conclusion was that it was doable to train and supervise approximately three students (possibly TAC students) for this position. Lyle still has concern as to the work location of the student. Kristy noted that Lingfei and Helen were comfortable with this change. She also mentioned that Rod and Jason were comfortable in providing the appropriate training to the student.

Rick suggested that the authority of this process should be granted to Rod and Jason and they should set the expectations of the students.

Emergency Protocol for Acting Dean

Scott presented a *draft* of his protocol in the event of his absence. Discussion commenced of possible protocol and will continue at the next meeting.

Rick noted the uniqueness of the library compared to the other colleges and feels the person in charge in the absence of the Dean should be an internal person.

Next Meeting Time

It was decided to hold the next meeting on July 9 due to the vacation schedules for the July 4th holiday.

Other Business/Roundtable

David gave a report regarding the idea of using student employee in place of part-time staff on weekends, and doesn't believe there are any issues.

Lyle noted there wasn't anyone who could set up guest print cards. Currently students do not have authorization to view information to apply that function.

Action: Rick will pursue a solution to help with processing a guest account and work with Lyle and Dave.

Rick noted that the computers on the first floor (100B) need replacement because they are all out of warranty. He has placed a technology order for replacement.

The public fax machine is switched to a Ferris line rather than an AT&T line. The patrons will now need to use the 86 or 87 number to get an outside line rather than dialing one. The incoming faxes will come into Ste. 140 and the patron will be charged \$.10 through Papercut cashier.

Lyle mentioned that there were suggestions in the suggestion box regarding the hours of FLITE. It was decided that these questions could be brought to the FLAC meetings.

David suggested that we post the questions and answers somewhere for the students to view.

Scott suggested we have an online suggestion box and flash polling. Rick assured Scott that it was possible.

Action: Rick will pursue setting that process up.

Meeting adjourned at 3:00 pm.

**Next Meeting
July 9, 2014**