



July 23, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics

Laptop checkout over holidays for students complaining about our being closed/no computer access- Kristy

Kristy initiated discussion regarding a student complaint about laptop computer check-out. Scott asked what the real issue is – after-hours study space, or the ability to use laptops after hours/outside the library, and the group could not confirm the answer.

Rick agreed that we really need to find out for sure what the problem is in order to address it. He noted that there could be issues with allowing the laptop computers to leave the library, including increased viruses and repairs.

Scott then asked how other libraries handle checkout laptops.

Lyle noted that a Kiosk is used for check-out laptops at some universities.

Scott inquired about what it would take to keep the first floor of the main library open extended hours and may pursue that avenue.

Discussion continued regarding this subject.

Rick noted concerns regarding repair issues for FLITE's tech staff if the laptops are allowed to leave the building. He also suggested purchasing a few different devices to place into circulation for check-out on a trial basis.

Action: Leah could ask the night crew to acquire student data regarding the main question (the lack of space to work, the need to take laptops outside of the library, or the lack of computers) of this issue through a survey.

Action: Scott will contact Mark Schuelke about inquiring with the student government as to what the real issue is; the lack of space to work, the need to take laptops outside of the library, or the lack of computers.

Action: Leah will inquire with David Scott about the second question regarding how other libraries might handle the laptop check-out.

Action: Rick will find specs and purchase a few different devices for use on a trial basis.

Departmental mission statements-Rick

Rick inquired about the inclusion or disclusion of the departments names on the website. Scott asked that they be commented out of the website until the org is complete.

Room Charges /Table Use in Lobby - Lyle

Lyle discussed the room charge policy for non-Ferris groups and noted that we haven't been enforcing the policy. He discussed this with Shana of University Center and she noted that they

charge every group that is a non-Ferris organization. Lyle suggested that we should be consistent with the policy of other parts of campus.

Action: Scott will inquire with various groups (Dean's Council, IRC, and University Advancement) as to their policies and procedures with room reservations.

Lyle then discussed the table use within the lobby area and is concerned with overcrowding. He discussed this with our safety director, Mike McKay and found out what clearance is needed for the area around the doors. He has concluded that we can only book two tables at one time (one table per side) and can only allow two to three people per table for safety issues. Lyle also discussed the solicitations and suggested that we definitely follow the university policy.

Action: Lyle will enforce university policy and standards on tables and solicitation.

Action: FLAC will review and update the table policy before fall semester.

Other Business/Roundtable

Josie mentioned that she had a request to display art work at FLITE that will eventually be a piece at ArtPrize.

Action: Scott will contact Michael at Kendall regarding the request to display art work.

Rod discussed the schedule for the tech student employees. Their typical schedule will be 6 hours each weekday evening (3:00 pm to 9:00 pm) and 5 hours on Sunday (4:00 pm – 8:00 pm). He will supervise and organize a good schedule that should meet the needs of the students. Rod will be working Monday through Thursday, 10:00 am – 3:30 pm and 10:00 am – 4:00 pm on Friday.

Leah noted that the 10:00 am hour is one of the busiest times for tech help.

Scott brought an organizational vision statement taken from question two at the librarians meeting.

He will discuss it further tomorrow and offer opportunity for discussion at a couple of open forums.

Meeting adjourned at 3:00 p.m.

**Next Meeting
August 6, 2014**