



September 17, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Paul Kammerdiner (for Kristy Motz).

Topics

Policy Change: Make laptops non-renewable/ require patrons to bring back to the desk for re-check out. (Same as the study room keys) – Lyle

Lyle noted that the current policy does allow students to check out laptops for a four-hour time period and then renew online for additional time. That that function has not worked lately and students have received late charges. Because of this, the student has to go to the circ desk with the laptop so staff can manually renew it. This is quite inconvenient for the student when he/she is in the middle of their studies. Scott G. asked if the renewal process by computer issue could be fixed. David Scott suggested that it is a loan rule and believes the online renewal process can be re-established if the loan rule is reworked.

Action: David will do some testing, check the loan rule and ensure the online renewal process is working properly.

Org Draft Update

Scott presented drafts of the new org to include the library and organization version to the group. Scott has heard loud and clear from the library faculty and staff and Tara Fulton several important aspects of how the reorganization should occur:

1. It should be clear and logical
2. It is one part of a much larger picture that helps us go where Ferris needs us to go as a library
3. It is evolutionary rather than revolutionary-not set in stone nor completely prescribed. It is a framework that will need adjustments and refinement over time.
4. It is to be refined based on comments and questions from faculty and staff.
5. It will be assessed with help from outside eyes so it is just the beginning of a larger process for us. That larger process also needs to include looking at the tasks and responsibilities and how to make the most effective use of resources including filling vacant positions.

Scott wants to engage with FLAC very soon to discuss the wind down of FLAC and formation of a new FLITE group perhaps titled the Dean's Advisory Team with appropriate members and functions.

Scott noted that the org draft is a starting point and not an end point. Scott discussed a few points regarding the draft and noted that the org does not look a lot different than what we have right now but his hopes are that it will feel different. He mentioned some key changes such as the fact that we will have teams rather than departments.

He also noted that the draft is being first presented at this meeting to FLAC and the next steps are as follows:

1. Place the draft on the J drive.
2. Draft the assistant dean job descriptions
3. Meet with everyone in groups at open forums to answer questions and clarify things for people where it is needed
4. Reconnect with Tara Fulton and Marcy Simons at Notre Dame to work on ways to assess how this org is working for us. We also need to figure out a way to moving into it.

Scott suggested that his door is open if anyone has any questions or feedback in regards to the org.

The latest org draft is attached to these minutes and will also be available on the "J" drive.

Other Business/Roundtable

David noted that in order to be less disruptive to users, he will be moving periodicals on Saturdays with the students and hopes to complete the process soon.

Lyle noted that as the result of a meeting with Cindy from the recreation center, Helen and Lingfei formed an evaluation form to be used for student evaluations. He also noted that the ratio of work study and non-financial aid for our student workers is 50/50.

In Melinda's absence, Scott noted the items below for her:

Melinda has hired and is training her student workers for the new academic year.

She is involved with the State History Conference this year at the Holiday Inn along with others on campus.

The physical plant now has on its agenda a work order for repair of the lights within the old racquetball court section of archives.

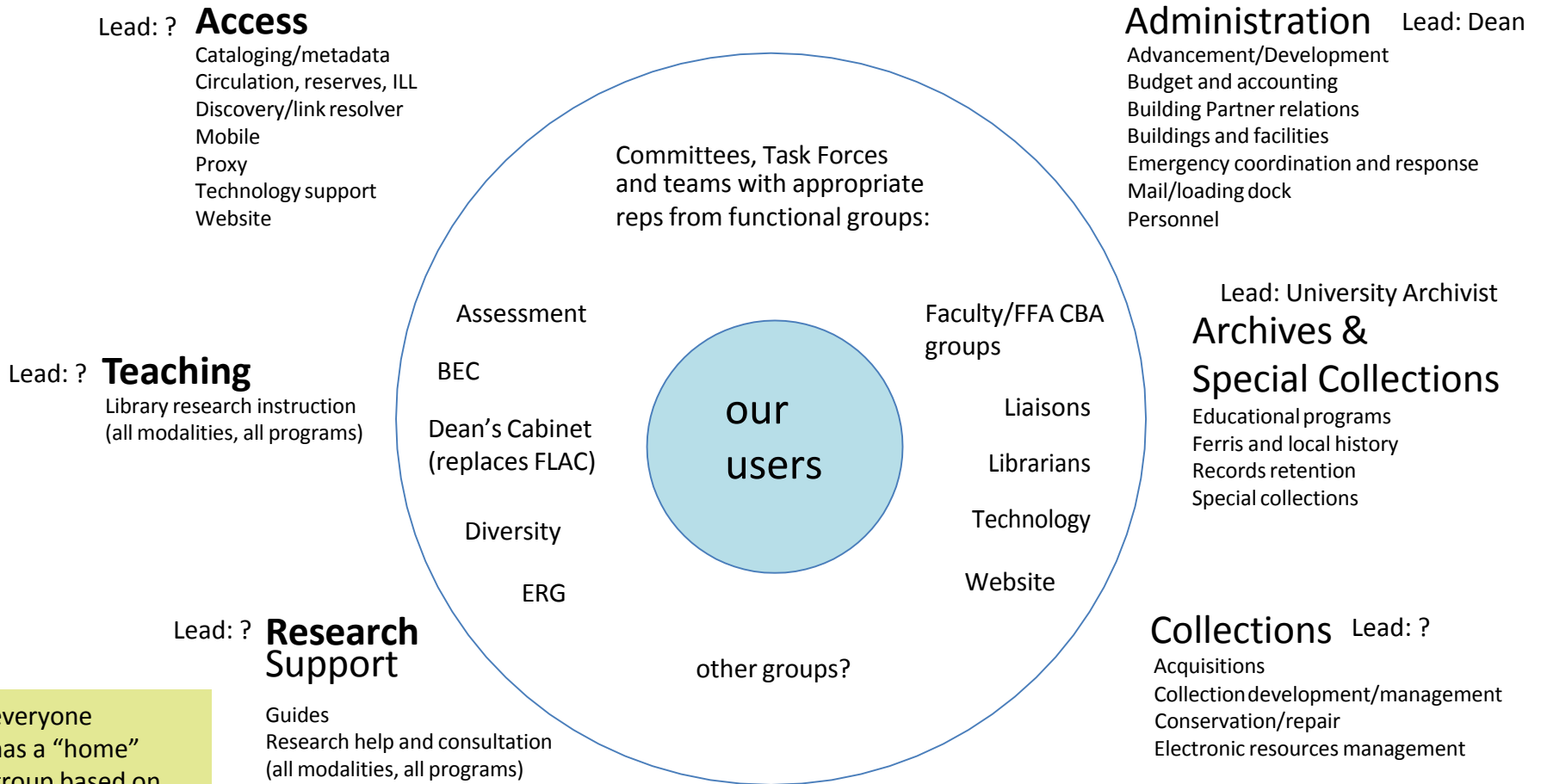
Scott also noted that Physical Plant notified him that Clark Construction subcontractors were working on the 4th floor doors starting October 6 and that the project would take approximately two weeks. Scott inquired if the group thought it would be too disruptive. The group agreed that it probably would be fine as long as the noisy work was during those early morning hours.

Lyle suggested that the workers need to be mindful of cleaning as they finish up for the day.

Scott is concerned that if we don't allow it now during the semester during their time-frame, there is no way of knowing when it will get done.

**Next Meeting
October 15, 2014**

Library functional groups (core values in **bold**) – July version



everyone has a "home" group based on their current job, but may also perform functions in other "home" groups, and serve on one or more committees, etc.

All groups function based on:

Sharing **Knowledge** Continuous **Learning** User-Centered **Service**

DRAFT - July 24, 2014

Library functional groups rearranged (core values in **bold**)

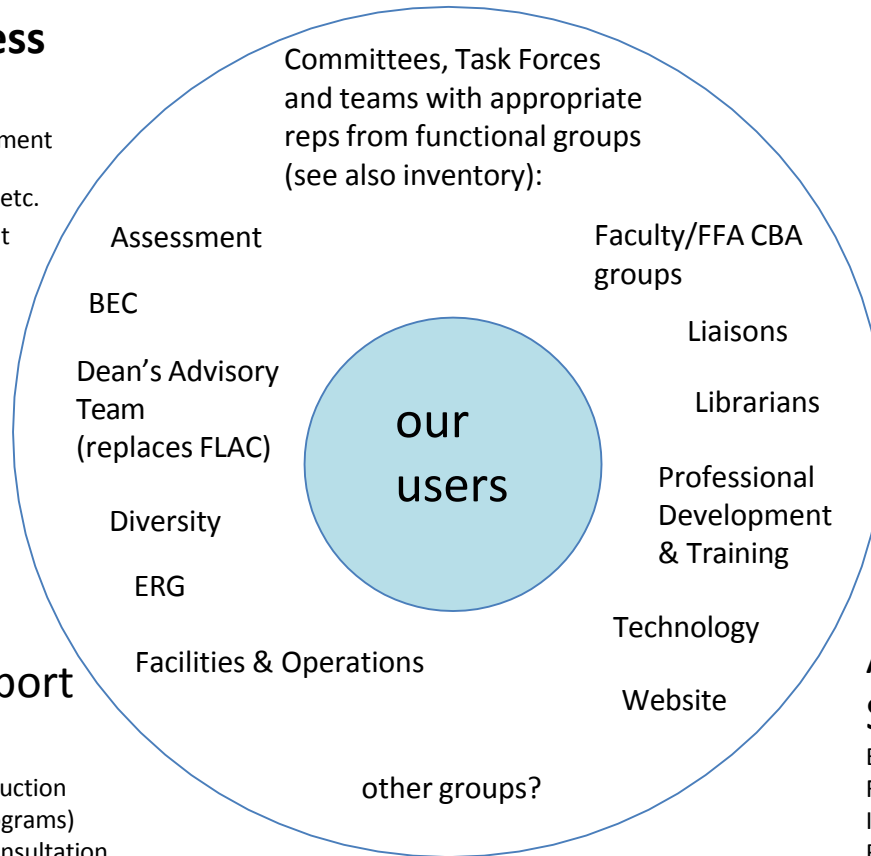
Lead: **Collections & Access**

- AD
- Acquisitions
 - Cataloging/metadata
 - Collection development/management
 - Conservation/repair
 - Discovery, OpenURL, LMS, proxy etc.
 - Electronic resources management
 - ILL
 - Mobile
 - Stacks management
 - Technology support
 - Website administration

Lead: **Research & Teaching Support**

- AD
- Circulation
 - Guides
 - Library research instruction (all modalities, all programs)
 - Research help and consultation (all modalities, all programs)
 - Marketing and promotion
 - Reserves
 - Scholarly communication

everyone has a "home" group based on their current job, but may also perform functions in other "home" groups, and serve on one or more



Administration Lead: Dean

- Advancement/Development
- Budget and accounting
- Building Partner relations
- Buildings and facilities
- Emergency coordination and response
- Mail/loading dock
- Personnel

Lead: University Archivist **Archives & Special Collections**

- Educational programs
- Ferris and local history
- Institutional repository
- Records retention and other archive functions
- Special collections

All groups function

based on:

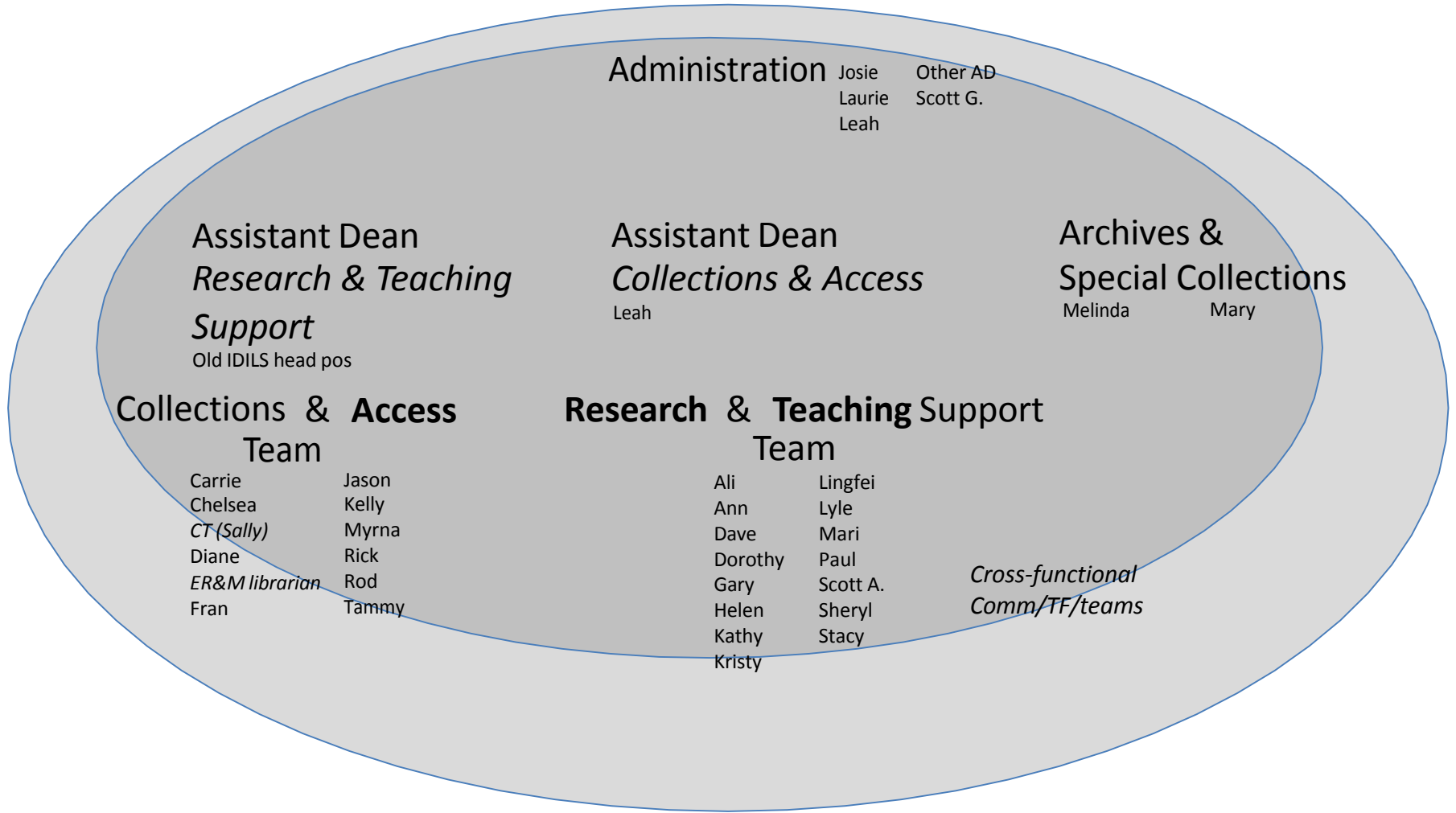
Sharing **Knowledge**

Continuous **Learning**

User-Centered **Service**

DRAFT – Sept 23, 2014

Library functional working groups by reporting relationship



All groups function based on:

Sharing **Knowledge** Continuous **Learning** User-Centered **Service**

DRAFT – Sept 17, 2014