

Librarians' Meeting Minutes: November 24, 2015

Present: Scott, Carrie, Melinda, Rick, Ann, Kristy, Dejah, Gary, Stacy, Ali, David

Distributed Agenda by Melinda, 11/23/2015:

- 1) Deans updates
- 2) Underutilized space in building, such as desks
- 3) Issues with DataCite

Agenda Items

1. Dean's updates (including joint ALC- Deans council meeting) - Scott:

See attached e-mail (Appendix A).

2A. Update on Music Listening Station – Melinda:

Melinda indicated that this topic will officially be on the agenda for the December meeting to provide an update.

2B. Underutilized space in building, such as desks – Carrie

Scott and Carrie are looking into how unstaffed service desks can be better utilized. The 2nd floor service desk was last officially staffed in 2012, and there are statistics available for 2nd floor desk transactions. From an impassioned All-FLITE meeting on November 19, Scott said he took away that there is a lot to do regarding process before proceeding with initiatives of this nature. See attached *Policy/procedure process thoughts: DRAFT November 2015* handout (**Appendix B**).

Regarding what should be done with underutilized spaces, Scott indicated that he has had multiple requests from various Ferris entities to use FLITE spaces. Typically the way Scott has handled these requests is:

1. The Provost would like to hear the requests first, so Scott sends requests forward that weren't received directly from the Provost
2. Scott determines if requests meet criteria such as furthering student learning, or faculty teaching and learning

Scott indicated that he realizes he should communicate with library personnel about these requests for FLITE space.

Some potential uses of space that Scott suggested include: music listening space, prayer/meditation space, & housing the LP collection. Scott also indicated that there are empty shelves that need to be considered. When considering what to do with space, Scott indicated that Strategic Plan Initiatives 1 – 3 are the most relevant moving forward. Regarding the Learning Commons that is part of the Strategic Plan, Scott indicated that it is still unclear where this should be, and if it would be confined to a single area or be spread across multiple areas.

Ann indicated that the Academic Support Center has established a presence in the dormitories and that we should consider how the library can better partner with faculty for assignments and make services more relevant to students.

Melinda summarized that what arose from the November 19 All-FLITE meeting was that space should follow the program – a plan (program) should be in place before moving forward with removing furnishings, shelves, etc., or prior to repurposing space. Bottom line – have a plan before proceeding.

2C. Second Floor Furniture Update - Gary: This topic arose from the space utilization conversation. Gary indicated that the FSUFT has noted the following:

- More power outlets are needed for students to charge their computers and other devices, so raised flooring is being recommended
- Students are very interested in quiet, private study spaces, so pods with moveable walls are recommended to create distinct study spaces on the 2nd floor
- Students are also interested in group work, so there is a need to be able to designate areas as quiet, social, etc.
- The furniture plans are separated into 3 tiers – good, better, best, and what is ultimately acquired will depend on funding. Gary will release the plans for everybody to view.
- Gary will write a report on the methodology used by FSUFT to inform future initiatives of this nature

Some observations made during this discussion

- The focus should be on quality rather than mediocrity to fill this space – it would be better to have a multi-step approach to furnishing this area, rather than moving forward with less desirable & less expensive furnishings (Rick)
- Space should be used before more requests are received to occupy open space (Ann)
- Should carpet be replaced in the 1st floor area when power needs are considered so crucial and raised flooring may be the solution (Melinda)
- In response to Melinda's question, Scott indicated that changing the scope of 1st floor project would delay the timeline with the physical plant request that is already in process

Scott summarized that having some sort of framework/process is crucial to moving forward with space utilization initiatives and this framework should answer the basic questions: who, what, why, where, when. Scott will set up a different meeting to look at the framework or process.

3. DataCite – Kristy

Kristy indicated that there are many DataCite records in SmartSearch that seem to be confusing rather than useful. These records are supposed to lead researchers to datasets; however, links to the actual datasets are sometimes not available or not apparent. DataCite is automatically turned on, should this be turned off? A vote was taken:

- In favor of turning off: 5
- In favor of keeping on: 1
- Uncertain: 4

The vote passed that DataCite will be turned off, but this may be reconsidered in the future if there is improved functionality and utility.

Round Table:

Dejah indicated that she is working on how to ship items to/from KCAD

Gary: Carrie granted approval to purchase LibInsights, which is the updated version of LibAnalytics, but provides unlimited datasets and has much potential utility for creating and analyzing various datasets. Gary is working on documentation of how to use LibInsights.

Stacy: A journal club at a university in Australia selected Stacy and Emily's paper on PILOT for their reading and discussion.

Ali: SpringyCamp had a session on using LibCal to schedule reference consultations, and it looks very useful and it is requested that we start a trial of LibCal

Gary: There was a useful SpringyCamp session on using LibAnswers for reference desk internal communications

Dejah: There was an interesting SpringyCamp session that focused on a substitute for Ollara

Scott: Should we be using LibAnswers for our Suggestion Box

- Submitted by Ali Konieczny

Appendix A: Dean's Update

From: [Scott Garrison](#)
To: [FLT Librarians](#)
Subject: brief Dean's updates since the last Librarians meeting **Date:** Tuesday,
November 24, 2015 9:54:03 AM

Hello all,

At our October meeting, you asked me to get these updates out sooner. I've put a reminder on my calendar to do that beginning in December. In the meantime, sorry these come so close to today's meeting. If you have any questions about any of these items, don't hesitate to ask.

1. When the Michigan Tutorial Association conference was at Ferris at the end of October, I attended a very interesting keynote by Kyle Bowen from Penn State University on new ideas in learning spaces including in libraries, such as the One Button Studio (<http://onebutton.psu.edu/>).
2. Leah and I attended a meeting of several libraries interested in establishing a memorandum of understanding (MOU) and RFP to seek a shared/common library management system to replace systems we have now such as Voyager and Sierra. I volunteered to work with my counterparts at MTU, UM-Dearborn and Kalamazoo College on drafting the MOU.
3. I spent a very thought-provoking couple of days at the MCLS Board retreat earlier this month. Our facilitator was Joe Janes, an iSchool prof at the University of Washington. I can send a list of readings Joe assigned us to any who are interested.
4. Spence Tower presented on balanced scorecard as a strategic plan assessment tool at the Assessment Team and SPARC this month. Also at SPARC, we got a brief update on the coming diversity and inclusion plan, and broke into small groups to prioritize items in the evolving draft of the next University Plan for IT.
5. Carrie D., Mari and I attended the MAME Mahoney Workshop on the situation with school libraries, and I met George Wilson, Media Specialist at Rockford High School. Stacy and I will be meeting with George soon to discuss library services to RHS students who are dual-enrolled at Ferris.
6. I had an initial meeting with Matt Stanke regarding refurbishing the ESA (not including furniture, which also needs to be refreshed/replaced) and replacing carpet in much of the public space on 1st Floor. I expect to hear from Matt soon about floor covering samples for us to review.
7. ALC and Deans Council met jointly with FFA representatives and Steve Stratton to discuss summer rotation, seniority lists, and overload sections of the FFA Agreement.

8. Deans Adeyanju, Damari, Durst and I met with the provost and president regarding the upcoming comprehensive capital campaign, and Jennifer Yontz from Annual Giving spoke at last week's all-FLITE meeting regarding upcoming advancement efforts.
9. Carrie D. and I visited UM-Ann Arbor last week with several others from the Digital Signage Advisory Council, to see how they manage digital signage. We also looked briefly at furniture, layouts, and services in their undergraduate, health sciences, engineering, and graduate libraries and talked with staff.

Scott

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Appendix B:

FLITE Space Utilization and Furnishings Framework

DRAFT 11/17/15

As of 2015, FLITE has been open fourteen years. In that time, FLITE and Ferris State University have seen significant changes in programs, services, space, technology and much more. Further, academic libraries and other learning spaces have continued to change a great deal.

As a very desirable and central university space intended primarily to further Ferris student, faculty and staff learning, research and teaching, FLITE must continue to change as those needs change. Two important ways to change are through space utilization and furnishings.

To make changes to non-user spaces such as offices and storage, the Administration Team will work directly with the Collections & Access Services Team, Research & Instruction Services Team, University Archives, and building partner units as appropriate.

The following principles should guide how the university makes decisions with respect to user space and furnishings in FLITE:

- Consideration should always start with current university, Academic Affairs, and FLITE mission, vision, values and strategic plans
- FLITE is for students, faculty and staff first and foremost
- FLITE should offer what current students, faculty and staff need and use, and adapt as times and needs change, based on data and evidence
- Where possible, FLITE's space should be flexible, and allow users to use it flexibly
- FLITE should actively feature that which promotes student learning, faculty teaching, and university goals including student recruitment, retention, graduation, and success
- FLITE's space and furnishings should be attractive, affirmative, and well-maintained for its users

Making changes to user space and furnishings in FLITE requires the following steps that will be led by the Dean and the Administration Team or designees:

- Identify spaces or furnishings that are vacant, will be vacant at a known time, or are underutilized
 - Verify as needed through observation, consultation and/or data analysis
- Collect ideas library-wide for how to repurpose space/replace furniture
- Discuss and vet collected ideas library-wide in terms of alignment with mission(s), strategic plan(s), desired outcomes and principles above
- Test ideas that align with students, faculty and staff however possible (in consultation with Physical Plant and others as needed)
- Obtain prices for ideas that align and that users support
- Recommend changes to the provost and identify/seek funding
- Obtain provost and/or presidential approval to implement
- Implement via Physical Plant and others
- Assess success based on desired outcomes, user traffic and feedback

Resources we have to carry out the steps above include:

- Library 2015-2018 strategic plan, university strategic plan
- Library faculty and staff
- FLITE Space Utilization and Furnishings Team (formerly FANUC Study Team)

Other questions:

- How do we define “underutilized?”
- How should we communicate about and respond to requests for space in FLITE that others at Ferris make?
- How could we identify space that we could offer proactively to support other areas’ plans and priorities?
- What would a “learning commons” and/or “Center for Academic Literacies” look like?
Where would it/they be?
 - Research help?
 - Speaking/presenting help?
 - Tutoring?
 - Writing help?
 - Other?