



December 14, 2011 - FLITE Advisory Council

Present: David Scott, Josie VanAvery, Kristen Motz, Lyle Mourer Jr, Randall Schroeder, Rick Bearden, Leah Monger

Topics

Review of comments on draft charge for the Council

Leah received various comments via email: Emily inquired about Randall's department name and if there was a term limit for the committee members. Ann suggested that the terms should be limited to two years. Fran inquired about what information is coming out of the FAC meetings compared to the issues of the Librarians meeting. Randall noted that the individual teams are needed in order to address the different FLITE issues.

Lyle noted the FAC should consider all issues including those of staff and librarians. The different teams present enable facilitation of communication at all levels within FLITE. Rick concurred with Lyle's opinion as well as noting that the delineation of responsibilities pertaining to the groups needs to be clarified.

Randall suggested the phrase "including but not limited to" should also be added to the description of responsibilities. Fran suggested that an electronic agenda could be emailed to FLITE personnel a few days prior to the actual meeting and that it should state the frequency of the meetings. At this point, the change in the charge would state that the council will meet monthly or more often if needed.

Review of comments on draft mission statement

Suggestions to the wording of the mission and value statement were offered by Fran and Ann and those were discussed by the council.

Randall noted that extra wording did not change the message in the statement.

Kristy noted that the mission statement was meant to be concise.

It was agreed to place the review of the Mission statement on the next All-FLITE agenda.

Emergency calling tree assignments

It was decided to have an emergency call list for unexpected FLITE closure. Members of the safety committee will decide on the procedure.

Dec. 23 power outage

Randall and Rick will be the contacts for FLITE when physical plant notifies FLITE of the return of power. HVAC will be checking each building after the power is restored. Leah mentioned the concern of freezing temperatures and damage to pipes and the Corian counters.

Possible new modes of communications for FLITE

Rick and Emily are exploring Wiki for a new communications mode within FLITE.

Planning and budget

Josie presented the budget report. It was agreed to have the budget report every quarter.

Food Fight prize distribution

FLITE won the second place prize of 75 Ferris State hockey tickets with the charity drive sponsored by the Angels of Action.

There was discussion on the distribution method to be used to give away the tickets.

Action: Josie will send out an email to seek interested parties.

All-FLITE meeting programming

A speaker is still needed. Renee Douglas cannot make the January All-FLITE meeting.

Kristy suggested Dan Burcham to present the vision presentation on the new student center.

Suggestion to abolish most fines/late fees for circulating books

This topic was moved to the top of the agenda for next month's meeting.

Action: Josie will find out the revenue.

Suggestion to revise circulation policy for Media Distribution videos to permit checkout and in-FLITE viewing

This topic was moved to the top of the agenda for next month's meeting.

Other business/roundtable

Dave noted there were extra student workers to move the books this week.

Randall noted that if we have a patron who is interfering with others to use the library, we need to call DPS. It was agreed that FLITE personnel should not confront them.

Meeting adjourned by 3:30

Next Meeting

January 18, 2011, 2:00-3:00 p.m.

Submitted by Josie VanAvery