



## February 15, 2012 FLITE Advisory Council Meeting Minutes

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**Present:** Lyle Mourer, Leah Monger, Josie VanAvery, Rick Bearden, Randall Schroeder, Kristy Motz, David Scott.

### Topics

#### Way-finding signs in FLITE

Leah noted that Matt Stanke asked for suggestions of where these signs might be helpful at FLITE. Suggestions were made to include easily visible room numbers. Randall suggested the main places that patrons visit should have a quality sign. Emily suggested by email to Rick that a sign designating the location and name of the desks where help may be found. Leah noted there should be a limited amount of signs as to not confuse the patrons.

There are plans already in place for the Jim Crow Museum, FCTL and Media Production. Restrooms, Information, and Checkout were the three suggestions agreed upon to add to FLITE's signage.

#### Discussion of draft FLITE Mission and Values Statements

The statement was reviewed and minor changes were addressed by Rick and placed into a draft. Melinda Isler, Fran Rosen, and Ann Breitenwischer emailed suggestions for the council to review. The FAC council reviewed the suggestions of Fran, Ann and Melinda. Randall noted that the mission statement should not echo the university's mission statement but define how FLITE is distinguished within the university. Rick noted that Melinda's ideas could be a part of our vision statements. Randall noted the Library Bill of Rights (which is stated on the mission statement) includes issues of diversity and inclusiveness. It was decided to list out the Library Bill of Rights in its entirety with the value statements.

#### Continued discussion of suggestion to abolish most fines/late fees for circulating books

Randall & David discussed potential changes suggested for both undergraduates and graduates concerning fines and late fees.

**Action:** Randall will present the proposed changes in writing at the next meeting.

#### Revision of Banner accounts to reflect FLITE organizational changes

Leah addressed potential changes that might be needed due to the organizational changes. Suggestions were made to draft a summation of the changes.

**Action:** Josie & Leah will work a draft of the new orgs to present at the next meeting.

**Update on suggestion to revise circulation policy for Media Distribution videos to permit checkout and in-FLITE viewing?**

Mari, Dave, Rick, & Fran are on the committee to address this issue and will present when completed.

**IKON refund update?**

Rick, John, and Lyle discussed this topic and decided that one person should handle the process. Lyle is responsible for sending emails to advise patrons of their refunds with the limit of 30 days for pick-up to be reflected in the email. Further contacts will not be made.

**Is the new communications wiki ready to be shared?**

Rick noted that he and Emily are still working on this.

**All-FLITE meeting programming**

Kristy suggested a presentation by Bill Potter concerning student success and academic probation as presented at SPARC for March.

Don Green will be doing a “Ferris First” presentation in April.

It was suggested to ask Dan Burcham to do his presentation on the Rankin Center for the May meeting.

**Action:** Josie will contact Nina Davis for a March presentation from Bill Potter and Linda Telfer for a May presentation from Dan Burcham.

**Assessment of the Organization according to the charge**

Randall suggested we wait for Scott Garrison. Lyle noted that not everyone is doing all of their new responsibilities yet so we shouldn’t assess them yet.

**Other business/roundtable**

Kristy noted there were computer issues in the instruction studios. She will work with Rick to pinpoint the exact problem.

Leah suggested sending out press release information on the new dean of FLITE to select Library Journals if permission is granted from Scott Garrison.

**Next Meeting**

**March 21, 2011, 2:00-3:00 p.m.**

Submitted by Josie VanAvery