

Present: Randall Schroeder, Ann Breitenwischer, Rick Bearden, Melinda Isler, Scott Atwell, Ali Konieczny, Yuri Konovalov, Fran Rosen, Mari Kermit-Canfield, Emily Mitchell, Kristy Motz, Stacy Anderson, Leah Monger

Leah said the Deans have had 2 meetings with Fritz Erickson; the first was a get acquainted meeting and at the second there was a lot of discussion about online. Fritz is trying to get a handle on how the budget works, and is planning to meet with each Dean to discuss their budget.

We discussed the proposed new travel policy. Leah said FLACC started working on a draft policy several months ago in the context of budget discussions. She doesn't want to be too draconian. Faculty will be most affected by the policy so Leah thought the Librarians meeting should talk about it before it is passed out for comments to the entire FLITE community.

We discussed some issues. Melinda wondered whether the phrase about trade shows is redundant because they would be included under professional or business meetings. There was some discussion about whether Media Productions personnel are covered by this policy and the answer was Yes. Fran suggested provision for pre-planning late-year travel so funds could be reserved & not all spent on Fall meetings. Several people felt that the phrasing could be made more clear to distinguish between travel expenses incurred doing work that is assigned by the University and travel expenses incurred during chosen professional development activities. Melinda asked if there could be limited carryover so a person could do something more expensive one year in exchange for not going to a meeting the previous year. Leah explained that she looked at 3 years of data and felt that \$1500 was a good limit; it should cover at least 1 major conference but could also cover 2 smaller events. Leah pointed out some changes from the previous policy, including reimbursing travel incurred as part of a planning committee or carrying out responsibilities as an officer of an organization at 100% (up from 90%); allowing for limited, small reimbursements when a receipt could not be obtained; and reimbursing a full day of meals at the per diem rate (rather than having individual meal limits in effect.) We discussed how this policy might apply to webinars attended by several librarians. Ann pointed out that policies that affect union members are always subject to the terms of the union contract, but there isn't anything currently in any contracts that contradicts this policy so we can deal with necessary changes if they arise. Leah asked if the librarians would like to see the 2nd draft, and Ali suggested that she email it to us with a limited time for response.

Melinda reported on events around the 125th anniversary. Starting August 1st there will be a display case in the FLITE lobby with the new poster and some event information. There are a number of activities going on and each college is responsible for its own activities. Melinda mentioned that Stacy is working on a display for the Marketing/Promotion Team display case that will look at library services over the history of Ferris. There will also be

a general revision of the displays in the Timme Building. Melinda said there will be a big-name keynote speaker for Founders' Day (Sept. 3rd). Other Founders' Day events will include the employee picnic, special postage cancellation, the Ferris History Panel and Fire discussion from Summer University, and events to include the community. On Sept 10th a display of historical photographs will open in the Art Gallery. Melinda is chairperson of the Time Capsule Committee and is looking for volunteers. The capsule will look like a giant pill. It will be movable and will be used in displays in different parts of the campus. The 125th anniversary website is now up, the URL is www.ferris.edu/125. There will be a coffee table book published soon and Melinda will make sure the library gets a copy for the Reference collection. There will be an event at the Archives during Homecoming, with breakfast in the lobby. The Time Capsule Committee (which is still looking for volunteers) has not yet decided when the time capsule will be opened. It will probably be sealed next summer so that it will have content from all 125th anniversary activities that take place during the year.

Rick reported on the extended studies area. The room we are maintaining for extended studies is Room 158. There is a delay in making it available because Matt Stanky isn't happy with some of the workmanship and is insisting on having it redone. We're trying to preserve furniture in case we need it later, for example the big whiteboard was put in Room 216. When Matt signs off on the work Rick will get with the computer support technicians to get things set up. The table in the Serpentine Room will stay but the number of computers will be reduced to 6 (5 PCs and 1 Mac) so it will be less crowded. The photocopier and print station will move into 158, along with 5 PCs and 1 Mac. There will be 2 PCs in the Family Study area. FLACC is still weighing pros & cons about how to handle the 2 study rooms that will be in the library during library hours and then available from the extended study area after the library closes.

Ann asked about the Dean's search and Rick said he had no report, the Provost has a decision to make.

Kristy asked about the final count of study rooms. There are now more study rooms inside the library; 3 study rooms have been constructed and 2 other rooms have been converted.

Rick said we will be getting a brand new self-service color copier for the 1st floor; it will be over where the South Service desk used to be. When it is installed some print stations will also be moved to that area.

Kristy asked where the Macs on the 2nd floor are printing to. This is a complicated question; Rick said there is a color printer that we'd like to deploy for the Macs on the 2nd floor but doing that is tied up with the negotiations to extend the Pharos license. Right now the Macs should be able to print to both B&W and color printers on the 1st floor but Joe S. can confirm that. Kristy wondered about them sending jobs to the College of Business & Rick thought it was better if they save or email themselves the document & print from a computer in the C of B. The best solution is to get things worked out so that there can be a designated printer on the 2nd floor.

Yuri said that we should thank Rick for all he has done with the study rooms and OMSS move, there was general agreement. Rick mentioned Kriss Tessin's work as well.

Stacy brought up that Dave was planning to ask if we wanted to draft something in response to threats to the Library of Michigan. Leah said she had talked to Dave and the proposal is that we should write something to inform the Provost of the situation and how different changes would affect FLITE. When Dave is well & back to work we can discuss what to do.