



## October 17, 2012 FLITE Advisory Council Meeting Minutes

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**Chairperson:** Scott Garrison

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

### Topics

#### Building Emergency Drills

Randall noted that he sent the tornado drill results through Lotus Notes email to everyone at FLITE. The drill hit a lull after 4 minutes-40 seconds so the all clear was announced. He also noted that because not enough time was given, the third floor was not completely cleared. He stated that cooperation from students was challenging because they knew it was only a drill and it was a sunny day.

Lyle noted frustration from the results due to the lack of cooperation from some students.

Scott suggested another drill in the spring and early fall of 2013 but before that we should invite Mike McKay to FLITE to educate us on doing a successful drill.

**Action:** Josie will invite Mike McKay to FLITE for a training session.

#### Studio/Seminar Rooms / Vacant Offices Availability Update

Kristy noted concerns regarding the data gathered for the peak usage time of our study rooms. It has been reported that the rooms are only booked 22% of the time available. She wanted to be sure that the rooms are not measured from one view point. She also noted that the room calendar reflects all hours but doesn't depict a firm picture of how busy the study rooms are at specific times.

Rick noted that the data doesn't show the actual percentage of use because the data includes times that the library is closed because of semester break and the weekends.

Rick would like the data to represent the room availability during the demand time.

#### Simplifying Room Scheduling

Scott noted concerns of how the room reservations are seen and how the process works. He feels it needs to be a more simple process and would like to see some changes.

Scott stated the bottom line is assigning our rooms to maximum availability during the Rankin renovation. Scott also noted that instruction use should bump any other usage when needed if notification is provided early enough.

Scott would like Rick to set up the room reservation page so as much information as possible is given to the room requester. He would also like the reservation page set up so it forces them to look at the room calendar in order to view whether their room is available for the date and time needed.

Rick noted he needed screen shots so he and Emily can redesign the reservation page. It will clarify what they need to look at in order to provide the solution that Scott requests.

#### Study Rooms

Scott would like student furniture placed within three potential study rooms instead of the existing staff-like furniture but until that is possible the non-student furniture will suffice along with some extra chairs.

Rick mentioned that the following rooms are available for studio reserves and the status of their locks or usage.

- 371 – Mary’s office – lock is okay. David Scott will prep for use.
- 358 – Melinda’s office-needs new lock on door.
- 206 – Room ready to use. (as soon as the student tech workers working on the mobile app confirm their items are gone.)
- 207 – Vacant – best used as an office - possible use would be for the new position.

Scott will inquire with IT about the use of room 121. IT currently stores equipment stored in it. Scott noted that rooms 446, 442, and 438 on the fourth floor will be open for reservations during the evening hours for groups displaced due to the Rankin renovation

Rick suggested that FLITE initially reserved time for the fourth floor rooms should end one hour before the library closing time.

Scott requested that the room reservations for all rooms end consistently at the same time.

Randall concurred and suggested to review the situation in 3 months.

Lyle noted that Josie and Laurie check the doors of the staff lounge and other rooms on the fourth floor every evening to make sure they are locked but also noted concerns regarding the balcony and closet space open to patrons.

Scott suggested that the balcony and closets should be limited to FLITE personnel and building partners.

Another suggestion regarding safety issues for employees and building partners that are working after hours is for them to contact the circulation desk upon arrival.

In addition, Scott suggested that we double-check that all door swipes and cores are configured correctly and working correctly, including those of the building partners.

- Action:**
1. Scott would like Lyle to reserve the rooms lacking regular student furniture when we are at 100% capacity for the regular study rooms. These rooms could be available at periods of high demand.
  2. Scott asked Josie to keep a mental note regarding the allowance of funds within the budget for the next fiscal year to update the student furniture.
  3. Rick will ask Laurie to place a work order to rekey the 358 door.
- Scott will confer with Mike Johnson or Scott Claerhout regarding the future use of FLT 121.

### **Between Chapters Café Update**

Scott noted that we are waiting for the health department’s approval. The plans were re-drawn to fit into the vending room rather than the family studies room. The café was downsized due to budget concerns.

Lyle noted the importance of the campus phone and that it should be moved to the Extended Studies area. Scott agreed and suggested that the pay phone also be moved.

### **On deck for future meetings:**

- \* moving forward on reconfiguring and filling Chris Jacobs' former position
- \* discussion of how to address Rod and Bill's positions long-term
- \* assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- \* managing building partner relationships
- \* café logistics
- \* vision/mission/values/strategic planning

Next Meeting  
November 28, 2012, 2:00-3:00 p.m.

Adjourned at 3:10

Respectfully submitted by Josie VanAvery