



November 28, 2012 FLITE Advisory Council Meeting

Chairperson: Scott Garrison

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

Topics for Discussion

Shelving in Storage Room / Space for Lower Level Table in Storage Room

Scott inquired whether we need the shelving that is currently stored in the lower level of the library. David S. noted the lack of uprights needed to use the shelving and although he could dispose of a good portion, he would like to keep some of the usable shelving. Scott asked the council if there were any objections regarding the disposal of unusable shelving and asked David to propose what portion of shelving that could be discarded.

Action: David will review the shelving back stock and propose what portion should be placed in disposal.

Additional Hours Added to Bill & Rod's Schedule

Randall reported the need to add extra hours for the end of the semester for patrons and during break for ghosting. He inquired as to whether there will be funding to schedule the hours. Josie noted that they could work up to 64 hours per pay period per regulations.

Action: Rod & Bill will work the extra hours when needed if possible.

Café Update

Scott, Lyle and Lingfei attended a meeting in the morning with Mike Hughes and Bryan Marquardt. Scott noted that a decision hasn't been made regarding whether the construction would be in-house or outsourced. Mike Hughes suggested a start date in spring or after spring semester. Scott G. suggested that the summer would be best time to start the project because it would be less intrusive to the OMSS department.

In addition, there were questions regarding cabinet space for storage as well as the size of the vending machines. In terms of construction, Mike Hughes is the main contact and Scott G. is the contact person for FLITE.

Kristy noted interest with the idea of providing a coffee cart for patrons for a limited time frame such as during exam time.

Rick asked about the restroom access during renovation for patrons using the extended hours study court.

Scott noted the restrooms within the extended studies area will be closed during construction so he suggests that the elevator restrooms may need to be made available during the hours that the library is closed.

Scott also noted that the goal is to complete and open the café by fall semester.

Leah suggested doing something with the wall space such as artwork.

Port Situation @ FLITE

Scott noted that he checked out a laptop recently and tested the FSU NetI and it worked fine but he couldn't connect to Ferris WiFi with FLITE devices. He noted it appeared to him that if patrons are using a FLITE device, they need to use FSUNetI network and if using personal devices, patrons should use Ferris WiFi. Scott also suggests signage to direct students. Scott also noted that we should determine which ports are active and has assigned Laurie to review all ports.

Action: Laurie W. will research and report which ports are working correctly.

Request for a New Microfilm Reader/printer

Kristy handed out a proposal to purchase a new Microfilm Reader /Printer/Scanner due to the current inadequate equipment and the recent demand for the equipment. (*Documentation is attached to these minutes*). Kristy noted that the current microfilm/microfiche is not working efficiently. Kristy suggested we acquire a new piece of equipment like the one used in Kelly's work area. The equipment is frequently used with an assignment assigned by an instructor which might indicate the need for multiple use of this equipment.

Rick noted that the equipment issues needed to be reported to him so that he can address the problem. Discussion continued regarding the equipment and its life of usable activity as well as the location.

Scott inquired about who would assist patrons on the second floor. He discussed the potential to move the equipment down to the first floor and maintain employee assistance for the students.

Rick noted that the equipment is mostly used in a two month time frame; otherwise it is not used very often.

Leah suggested we offer assistance with the equipment rather than buy new equipment.

It was decided that Kelly, Lyle, Bill, and Rod could help support the old equipment.

David discussed briefly the function of the equipment and that equipment replacement would cost approximately \$10,000.

Kristy noted that it is difficult for the patron to use the equipment independently and they would need to be assisted by library personnel.

Scott suggested that we need to refresh our skills with training on this equipment so that we are better prepared to assist the patrons even if we decide to buy new equipment. Scott noted he is not opposed to buying something new to improve the user experience but it has to fall into a queue pre-existing with PaperCut.

Kristy noted she didn't mind putting the proposal on hold but requested the opportunity to discuss the new equipment issue again at a future date.

Rick noted that there hasn't been any training on the equipment in a long while.

Scott suggested that those assisting the students should have renewal training and that we revisit this issue again in January.

How much flexible furniture to buy, and where to locate it (Lower? 1st? 2nd?)

Scott noted that he acquired an estimate from physical plant on the flexible tables, chairs, and white boards all of which are on casters. The tables run approximately \$700 a piece, the chairs run approximately \$250 and the white boards are approximately \$1000. He would like to invest in the white boards and furniture for use on the lower and second floor levels but asked the group for suggestions as to where they think the furniture would be most beneficial.

Kristy noted the flexible furniture would allow for more students involved with group study in rooms such as FLT 108.

Scott would like to remove the large table from the lower level and replace it with new flexible furniture and would also like to place that same type of furniture within the Microfilm area.

Randall mentioned he had reservations regarding the noise level that would increase with the type of activity that is involved with this furniture and that the JCM might have concerns. Scott noted that the JCM probably would be supportive because they have already requested use of movable furniture for their MLK celebration.

Kristy inquired about the second floor and suggested that the periodical cassettes could be moved to the microfiche section to allow for more space.

Scott suggested the cassettes could be placed into the empty film drawers.

David suggested the potential of condensing the newspaper section to allow for added space.

Scott asked if there were any objections in placing the furniture on the second floor.

Rick asked if he could see a sketch of where the furniture will be placed and how it will work.

Leah suggested that a representative be contacted from the furniture companies to plan the layout of the furniture and make recommendations.

Rick concurred and thought that would provide architectural integrity.

Scott noted that this furniture is currently in use all over campus and would like to pursue the vendors (Herman Miller, Steelcase, etc) to provide some insight.

Action: Scott will mention it at the building partners meeting.

Other business/roundtable

Kristy would like to bring in data gathered by Lyle and her on the increased usage of the studio and seminar rooms to the next meeting.

Scott re-addressed the flexible furniture and how it will be useful for the study rooms that used to be offices.

David reported FLT 208 and 371 are now in circulation as study rooms and suggested looking at whiteboards for those rooms.

In regards to item one of the on deck list, Leah reported that there is a draft job description ready for Michelle Balliet to compare with other jobs on campus that are similar. Leah noted that we have not yet heard from HR.

In regards to item two of the on deck list, Scott reported he will have an answer regarding the permanency of Rod and Bill's position by the end of the fiscal year.

Scott noted that due to renovation of the Big Rapids Community Library, FLITE may be "a temporary location for the BRCL".

Lyle noted the concern of card swipes opening all doors on the fourth level.

Action: Josie will work with Laurie to assure our card swipe access is updated with Mike Depew.

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
- * cafe logistics
- * vision/mission/values/strategic planning

Adjourned @ 3:10

Next Meeting
December 19, 2012, 2:00-3:00 p.m.

Discussion item for FAC on 11/28:

Proposal for new Microfilm Reader/Printer /Scanner (perhaps with a scanner)

The current microfilm machine on 2nd Floor is an older, dual-purpose machine with both microfilm and microfiche options. Although this saves space, the machine is much harder to use because of its dual functionality. It's also quite an old machine with the requisite quirks of age that accompany aging technology.

Kelly is very helpful about helping us with microforms, but once she is gone, our options are much more limited. We can find Diane, Dave, Lyle, or Randall, but during evening or weekends, Oval Desk librarians are responsible for making the machine work. Most, I'm guessing, are not able to do so. I am a microfilm machine user/trouble-shooter on a different single-use model, and this one is beyond me. Yesterday, while I was trying to help a student, I found Diane and watched her take off the lenses, pull out pieces of the equipment to thread the film, and turn the machine on and off several times before it would print. None of this was apparent in the directions. A student would never be able to do this, and, without directions, neither could I.

We have an ongoing semester-after-semester ENGL 150 assignment requiring students to find a primary source journal or magazine article plus a newspaper article from a time period between the 1940s to the 1990s. We need to access microforms for this assignment often. (The Historical Newspaper database works fine for the newspaper source.) Replacing the machine would help us support this assignment.

At yesterday's All-FLITE it sounded like the preference for journal access is digital, microfilm/microfiche, and print last. If we want microforms to be used, we need machines that work in order to access them.

Finally, the community uses FLITE a great deal to access the *Big Rapids Pioneer* on microfilm. Although skilled and regular users have probably figured out the machine's eccentricities, new users (inevitably here on weekends and Saturdays) may have driven a long distance to use a machine where staff may not be able to help them with access.

I would propose we use Timme funds to purchase a new microfilm reader/printer, perhaps even with a scanner, to help access the research sources that our students, staff, and community need.