



December 19, 2012 FLITE Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics for Discussion

FLT 108 Seating – Kristy

Kristy noted that although there is no urgency, she would like the furniture in the instructional studio rooms re-evaluated as to whether it would be a better use of space and efficiency for the patrons to provide flexible seating. Kristy presented pictures of sample seating (Node Seating) for FLT 108 that is currently being used at Michigan State University. A picture will be attached to the PDF of this document.

One disadvantage noted about the seating was that it didn't allow for the fixed computers. Kristy would like to test the seating on a small scale such as five chairs rather than order a full room.

Lyle voiced concerns with that furniture in FLT 108 due to the window lighting.

David suggested testing the seating in a seminar room such as rooms 133 or 135. He noted that the flexibility would be more feasible in that room.

Lyle, Kristy, and Rick concurred. Rick thought the Node seating would be more feasible in FLT 108 when the fixed computers are no longer necessary.

Rick suggested testing the Node seating in FLT 133 and moving the existing furniture in FLT 133 up to FLT 446.

Scott concurred and asked Kristy to contact Karen Simmons about the seating for the FLT 133 or FLT 135.

Scott noted FLT 446 will be available sometime during spring semester.

Action: Kristy will contact Karen Simmons.

BRCL Temporary Location

Scott reported offering space at the library for the BRCL for use during their renovations. He asked the FAC if they had any concerns.

Key issues and concerns discussed were as follows:

1. Timing and talk points.
2. Layout, workflows
3. Individuals trespassed from FLITE
4. Winter closure for BRCL, evening
5. Unfiltered internet /unaccompanied minor policy
6. Impact on Ferris student
7. Expectations parking reciprocal room use
8. Checkout
9. Impact on Big Rapids users (collections)

David noted that he thought the lower level might also have some space for the BRCL.

Lyle noted there might be a problem with security issues regarding trespassed patrons. Lyle also noted the hours for the library might be different from FLITE's such as the winter closure and evenings.

David mentioned the presence of minors within an unfiltered internet environment.

Scott noted Miriam will be meeting with him to discuss any issues on Jan 17. Scott mentioned the second floor might have space available and the vacated Jacob's office might also be an option for additional space. Scott also noted that there will be clear documentation regarding the BRCL coming to FLITE but the timeframe is currently unknown.

Rick suggested that we consider how the BRCL move will affect the Ferris students and their studies. He noted the importance of not compromising the Ferris student.

Some of those concerns that might be part of that compromise are as follows:

- 14 and under restrictions accompanied minor policy
- Physical logistics need to be addressed
- Contract Services: Expectations, parking, checkout

Collection: layout flows

David has concerns about the general public wanting the library to stay open the same hours as the public library.

FLITE Room Use

Kristy noted that Lyle and she have documented what kind of room use is needed and feel the policies might need to be revised to accommodate the needs of the patrons. She mentioned that there is an aged formal written policy regarding the use of rooms but there are also many informal unwritten items that have to do with room use. Lyle noted that the policy is based on the Rankin Center policies and FLITE adopted it when FLITE moved into the current building. There were some minor adjustments but they were not documented in writing so they are unwritten. They would like the rooms available to more patrons but at the same time have them available for the appropriate use.

Kristy also noted that every semester Lyle has to turn away patrons. She feels the policy needs to be addressed in a way to clarify the use and rules of the seminar rooms and instruction studios.

Rick agrees that the policy needs to be clarified so that it is consistent and then he and Emily can technically work those processes of reserving rooms.

Scott noted that this needs to be resolved by the end of spring semester so the policy is simple and clear as possible for all patrons.
Scott suggested the creation of a short-term task force to review the FLITE room usage and procedures and work on the clarification.

Rick suggested addressing this at the next All-FLITE meeting.

Lyle noted more students have booked the rooms for longer lengths of time
Action: Kristy will organize a short-term task force for the FLITE room usage policy & procedure clarification.

Other business/roundtable

Rick requested discussion on the first item of the on-deck list for future meetings regarding the former position of Chris Jacobs so Scott asked Leah for an update.

Leah noted that Michelle Balliet reviewed the draft position description and was looking to find a salary range that was compatible to that position. She didn't find an exact position but was able to come up with a salary range. That is the only information she had to share.

Rick inquired as to what the next step would be. Scott noted that he needs to review the budget at the next admin meeting before coming to a decision because the salary range was slightly higher than some of the entry level librarians.

Leah suggested that we review the current salaries before the position is entered as a job posting in PeopleAdmin.
Scott would like to discuss this with the admin team at the next meeting.

Lyle noted that the responsibilities and duties should be taken into account when deciding the compatible salary.

Leah noted that the education level should also be considered.

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

Next Meeting
January 16, 2013, 2:00-3:00 p.m.

Respectfully submitted by Josie VanAvery

