



January 16, 2013 FLITE Advisory Council Meeting Minutes

Chairperson: Scott Garrison

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

Topics

New Position

Scott noted that the admin team received information from Michelle Balliet and we are ready to move forward to choose a search committee that for the position.

Leah noted the names suggested by the Admin. Team and they were as follows:

- Leah Monger as chairperson
- Rick Bearden
- Emily Mitchell
- Lyle Mourer Jr.
- Helen Sobers
- Carrie Buss
- Rod Gardei (only if he or Bill did not apply for the position)
- Bill Quigley (only if he or Rod did not apply for the position)

Rick requested permission to discuss the search committee choices with the faculty group for their opinion. Scott thought that would be permissible as long as we can keep moving forward on the position.

Leah noted she will inquire about the equal opportunity policy with General Council to assure we are following EO policy.

Action: Leah will contact General Council on the policy.

FLT 106 as a Bookable Seminar Room for Small Groups – Kristy

Kristy noted that Dorothy, Lyle and she met to discuss the situation with the lack of available rooms due to the demand of small groups. She also noted they thought that if they could convert FLT 106 to a seminar room for small groups (6-10 people); there would be an increased availability of rooms for large groups.

Lyle noted that one difficulty with FLT 106 would be the lack of space when catering was needed and the lack of a digital projector.

Rick suggested that FLT 106 availability for study groups and small groups should not be publicly bookable. In summary, Lyle will handle the use of FLT 106, placing small groups who have booked a seminar room into FLITE 106 at his discretion and leaving the room available as a study room when not in use.

The FAC council concurred with Rick's suggestion and agreed that they will revisit the situation in one year to measure the effectiveness of that decision.

All FLITE Meeting Schedule – Scott

Scott noted that due to various conflicts only two-thirds of faculty & staff attends the monthly meeting and a couple of people asked if the meeting could be held at a different time. With that said, he inquired as to whether we should consider changing the meeting time.

Kristy noted that the 11:00 am time frame is when faculty committees usually have their meetings because they are in class prior or after that time.

Lyle noted that it might be a problem if the day of the week or time was changed due to his schedule for coverage of the Oval Information desk with Kathy Bearden accommodates the meeting.

David suggested the use of the student workers as it was done in the past when the meetings were mandatory.

Scott thought that might be an option but he did not want to mandate the meetings.

Randall suggested alternating different times to accommodate the different schedules.

Scott then suggested having two different times in the day of the meeting but that would be an issue with guest speakers as well as inconsistent group discussions during the meeting.

Kristy noted that if we could use Adobe-Connect, the meeting could be viewed on their personal computer at their own convenience. .

Lyle suggested that Skyping could also be a possibility.

David noted he didn't think we should change the time.

Scott noted he heard more arguments to keep the time the same rather than change so for right now the All FLITE meeting will remain on the third Thursday at 10:30 a.m.

Library Stress Buster Day

Leah noted that the Association for Library Collections and Technical Services (ALCTS) held an e-forum and part of the discussion was about a stress busting event in the library just before final exams. She thought this was a great idea for FLITE to initiate. ALCTS ideas included yoga, milk & cookies, massage therapists, and therapy dogs.

Randall noted that FLITE's marketing group has also discussed this as a potential activity at FLITE. He noted that they have been brainstorming some ideas. He also noted that Mari has a list of activities to cover multiple days and that they will pursue research on the many options available.

David thought that an opportunity to initiate the activity would be the last couple days of classes and the first few days of exams.

Action: The marketing team will continue working on the strategies for the student stress busting that FLITE could incorporate during those stressful times.

BRCL Temporary Location

Scott noted that there is a meeting coming up on February 7th with Jerry Scoby, Miles Postema, and Steve Sobers, himself and perhaps Josie to discuss the temporary location for the BRCL.

He noted that Miriam and Tracy visited FLITE last Friday and talked a little about people and collection space. They also talked about how quickly we could get some things weeded between JStor and MI Spi. There were also questions about office space. Scott discussed that there would be available space for their offices in the vicinity of 208. He suggested that there are some vacant rooms for the BRCL.

Randall mentioned Chris Jacob's old office might also be a solution to finding office space for the BRCL.

Kristy inquired as to how she should handle feedback regarding the BRCL at FLITE.

Scott replied that she should feel comfortable in relaying any feedback to him.

Scott invited Randall and Leah to attend the February meeting and they accepted.

Scott noted he visited CMU and viewed examples of how the library repurposed some of their space to include a writing center presence, a math assistant center presence, and how they are looking to remove some of their reference stacks on their second floor to go after more of a learning commons arrangement. He also looked at examples of their digital signage.

Scott mentioned that he had a meeting today with Mike Hughes, John Urbanick and several others at the general services area to discuss digital signage. There are many groups interested with different needs so they are trying to find a product that can achieve sharing information amongst the groups. Scott stated he would like to represent the academic side in regards to the digital signage. Scott also mentioned there is a meeting for the digital signage coming up on January 23 that will include vendor demos.

Other Business/Roundtable

Scott noted that we are now in position to make Rod and Bill's position a permanent one and that Josie is working with Academic Affairs on the process.

Randall noted that the unisex bathroom signs are now up in the lower level.

Rick noted that Lyle is working on the FY14 calendar and when completed Rick will update the link for room reservations

Scott noted that the Mission, Values, and Vision statement will be discussed at the January All FLITE meeting and also Marty Bledsoe will be our guest speaker at that meeting.

He also noted that he would like to discuss the following:

- FLITE 2013 is the year of assessment and data gathering.
- Great progress has been made on the collections with MI-Spi de-selection list and JStor
- He mentioned that as far as people and services; we are looking at data gathering tools for reference statistics and analytic tools from Springshare
- Plans to review the re-org to see how well it is working
- Organize a space task force at some point to include faculty & students to help advise us on what we could do with space obtained from collections that are downsized
- Review how well the flexible furniture is received
- Assess how well our website is working as well as the new Discovery System that we are putting in place.

Kristy inquired about the maximum room occupancy of FLT 133 according to the fire marshal.

Leah suggested that it might be designated by building square footage.

Rick suggested that the occupancy might be measured by the number of exits.

Scott thinks he might have that information on file but suggested that Kristy inquire with Karen Simmons of physical plant.

Kristy noted she spoke to Karen Simmons who reported viewing FLT 133 and is now working on a quote for the new furniture.

Rick mentioned he has made one reference call and has 3 more scheduled regarding the Discovery System.

On deck for future meetings:

- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * café logistics
- * vision/mission/values/strategic planning

Adjourned @ 3:00 pm

Next Meeting
February 13, 2013, 2:00-3:00 p.m.

Respectfully submitted by Josie VanAvery