

Library Partners Group

August 11th, 2022

9:30-10:30am

Room 238

Attendees: Dustin Fife, Chelsea Walter, Chad Schonewill, Aaron Stoller, Jenn Sides and Trisha Curtis

Minutes

Agenda item: Review LPOG Website **Presenter:** All

Discussion: The group decided to remove building success metrics. Proposed adding the gate counts as that could be interesting. Also discussed that the Library webpage would be a better place for this metrics.

Policy and procedures should be about the LPOG group. Dustin, Jenn and Jon will look at existing policy and procedures and come back to the group at a later date.

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Agenda item: Colket Oral Communications Center **Presenter:** Chelsea

Discussion: So far there has been no new news. It is part of the Colket's deed. Sara will be responsible for the oral communications center. She will be half speech and debate/Colket communication. Pedro was going to have more meetings with Sara. Worse case scenario Colket can figure out a sharing of space or could continue to use the speech/debate house.

Jenn proposes that we do not do anything until the end of the Semester, as we are waiting to hear if IT will be moving, Peony's space needs and the Colket communications space. Chelsea will let Pedro know that we will be flexible, but would like hold on making any decisions. Dustin and Jenn will follow up with Peony.

Agenda item: Parking **Presenter:** Jenn and Dustin

Discussion: Visitor parking is located at Robson Arena garage. Visitor's with mobility issues, can reach out to safe ride and they will assist them. Dustin will make sure the Library staff knows this information. Visitors are also able to purchase blockly parking passes.

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Agenda item: 4th Floor Space **Presenter:** Dustin and Chad

Discussion: ITS has added computers to the 4th floor. Chad and Dustin will double check the placement of these computers.

Agenda item: Mailroom **Presenter:** Chelsea and Dustin

Discussion: Each department will handle the creation and removal of their own mailboxes. Chad and Trisha have a label maker if anyone needs to make a label.

Agenda item: Emergency response

Presenter: All

Discussion: Discussed a mandatory active shooter training. There will need to be a contact person for each unit and a designated spot to meet. A discussion about different terms such as hold in place, lock-out, and lock-down, ect will need to be held. Also, what would be our responsibility? Jenn would be the building captain. Still need to determine floor leaders. Annual refresh will also be needed. The plan is to wait until the campus gives us direction and then we will adjust and create a plan.

Agenda item: Panel for Event Space

Presenter: Jenn

Discussion: The panel to reserve the events space will be removed. To reserve the event space, it is done through a different system so the panel doesn't serve a purpose. Chad and Jenn will follow up.

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Agenda item: COVID updates

Presenter: Dustin

Discussion: The campus is unlikely to give staff COVID tests. They are also unlikely to provide an on campus booster clinic. Each staff member will need to go through their own provider for tests and boosters.

If anyone hears of any protocols for classroom procedures, please let the group now.

Tutt Library will no longer give out COVID tests for students. Tests will only be giving out at the Worner Center and the Health Clinic.

Agenda item: Old Business

Presenter: Dustin

Discussion: Matt and Rebecca are working on data viswall.

Agenda items for LPOG should be sent by the end of the day on Tuesdays of the week the meeting is scheduled.

Trisha will also send out meeting LPOG invites as far in advance as outlook will allow (180 days in advance).
