

# Meeting Agenda

Meeting: Library Partners

Date: June 6<sup>th</sup>, 2022

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## New Business:

1. Library Partners administration
  - a. How are we recording minutes, archiving information, and managing public information such as the information on the website.
2. Admin Suite Space (Brett's old office)
3. Staffing Updates for the Fall

## Old Business:

1. Data Vis Wall

## Any other Business:

1. Information Literacy projects
2. ITS workspace update

# Library Partners Group

June 16<sup>th</sup>, 2022

9:30-10:30am

Block A

Tutt Library Room 238

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**Attendees:** Dustin Fife, Aaron Stoller, Chad Schonewill, Jenn Sides, Peony Fhagen, and Trisha Curtis

## Minutes

**Agenda item:** Library Partners Administration

**Presenter:** Dustin and Aaron

**Discussion:** There is a LPOG website that was previously used to house meeting minutes and agendas. Moving forward, meeting minutes will be sent to all members of the group and Chad will put the minutes on the website for anyone to view. Dustin also asked that Jon Driscoll have access to make changes on the site, when needed.

Discussed the possibility of creating a Teams page for the Library Partners Group for more sensitive information.

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**Agenda item:** Admin Suite Space

**Presenter:** All

**Discussion:** Background on how the Library was initially set up when it was under construction. Currently where Brett and Sam's offices are located that was supposed to be a Colket Director area and the Admin Suite was supposed to be for the Accessibility department. Accessibility department was not added to the library building and the initial Colket Director area turned into Academic Programs offices. Also, the Admin Suite hosts the College Librarian, Associate Vice President for Student Success, Crown Center Director and Library Administrative Assistant's offices. A discussion was held that this group was created to establish a governance, to have a say in how and what happens in the building.

In the Admin Suite there is a vacant space outside of the Crown Office. Peony would like to create a flexible space for crown and change the existing office area, *see diagram 1*. Peony and Hedi will each work in the Crown office two days a week and need more space. She was told that Crown can have that vacant area and would like to install a wall and close off that space. The existing wall between the Crown office and the vacant space would need to be removed and she would like to create a retractable partition in the middle. This would create an office area with multiple desks and a lounge area.

After consulting with the group, they would like the vacant area to be converted to a collaborative space for partnership between the building partners. There should still be a wall installed to close off that space, to not interfere with the Library's Admin as she handles all Human Resources and Finance information for the Library. Jenn, the building manager will talk with Rick for an estimate of the proposed space. Aaron will update Pedro and will let the group know if he has any concerns.

All parties agreed to add more plants to the building.

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**Agenda item:** Staffing Updates

**Presenter:** Dustin, Jenn, & Aaron

**Discussion:** The Library is almost to fully staffed. The Digital Scholarship Librarian interviews are next week and the week after. The Lead Research Services Librarian positions closes on Friday 6/17/22.

Aaron – Will be hiring 4-5 Faculty visitors and they will be housed in the ball pins space.

Jenn – She is shorthanded on Welcome desk students.

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**Agenda item:** Old Business

**Presenter:** Dustin

**Discussion:** Dustin met with the Fine Arts Center and they would like to partner with the Library for the data viswall. It is mostly off during the day and Dustin would like to utilize it more. In the past there were complaints about it being too distracting, so from 9am-noon, it could have something not as distracting, but still turned on.

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**Agenda item:** Other Business

**Presenter:** Chad

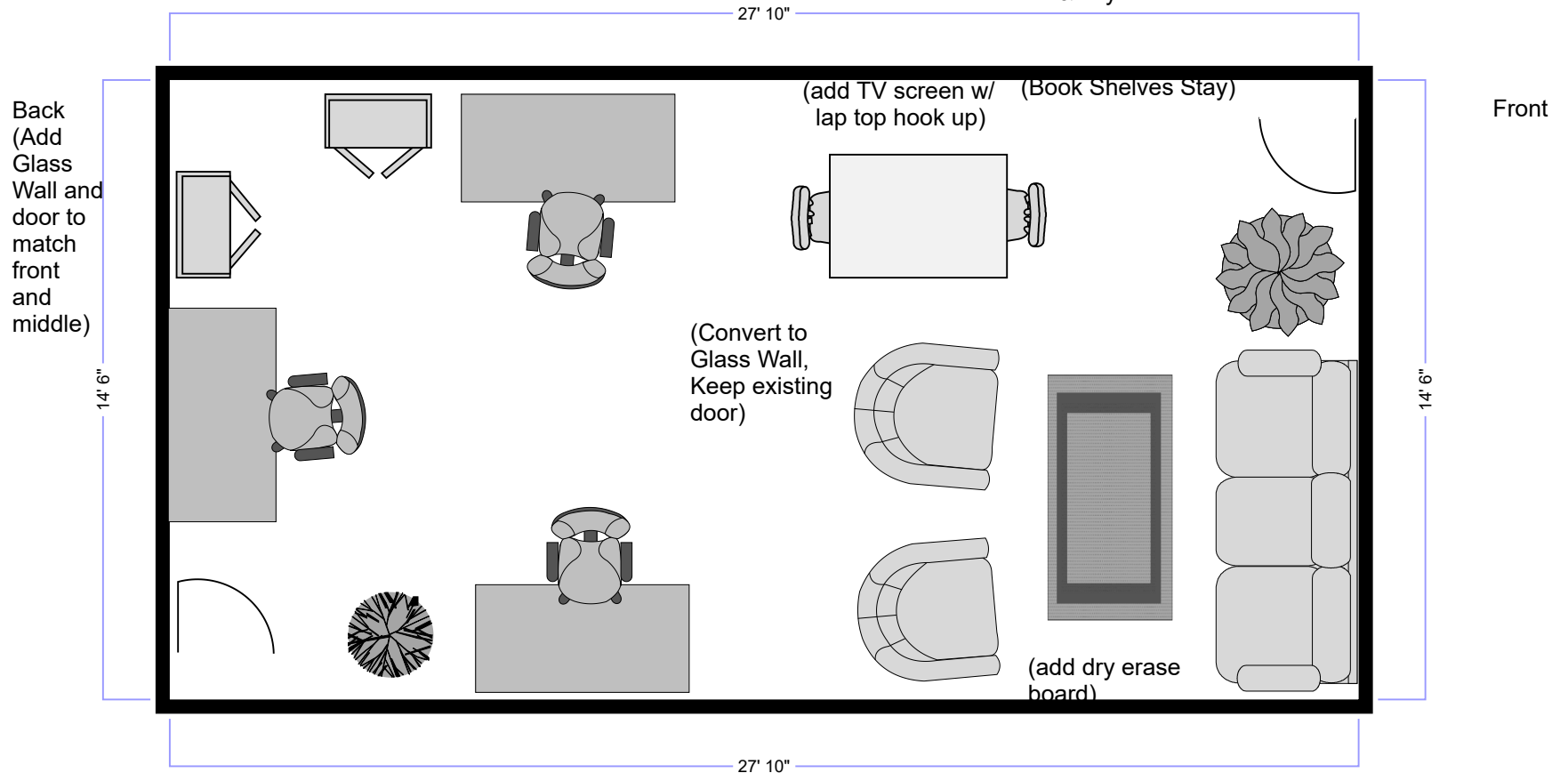
**Discussion:** ITS is looking at most likely not moving to Betcher as Pedro has a strong interest in that building. Will need to look at re-visiting the 1<sup>st</sup> floor Architecture to give ITS more space.

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# Diagram 1

Several plants are needed to brighten up both areas given there are no windows. Click [here](#) for plant ideas

Contents for Front Half:  
Three seater couch  
Two swivel loveseats (the two already there will work)  
Area Rug  
Coffee Table (not shown in the picture)  
Small work table with two chairs  
TV screen & Dry Erase Board



Contents for Back Half:  
three work desks that can be moved to create a small conference table  
three desk chairs  
two storage units (something like a two door shelf storage cabinet. click [here](#) for an example)