

Meeting Agenda and Minutes

Meeting: Library Partners

Date: November 10th, 2022

New Business:

1. 1st Floor proposed changes.
 - a. Currently ITS has no new information on if they will be relocating to a different building. In the event they do not move, ITS needs more space. Chad created a proposed mockup of changes to the 1st floor of the building (Image 1). ITS would like to extend to the front towards the pillars that are located next to the circulation desk. As well as, flip the help desk to the tech sandbox area and remove the long table that is currently in that space to high tables. This would allow ITS to have room for the help desk and the tech sandbox equipment can be behind them on other tables. Jenn has two vendors she can call for quotes for furniture. ITS has some funds they could utilize for this change. Also proposed for someone to reach out to facilities and see if we can request funds from their R&R budget.
 - b. Chad also proposed the removal of the computers/tables located in the East hallway. Currently those computers create a safety hazard, especially during a fire alarm. By removing these it would create more walking space and could open the possibility for display space or couches like the long orange ones near the Circulation Desk. Students seem to use these tables for printing/copying. We could add standing counters/kiosks that would back to the GIS lab for students.
 - c. Would also like to convert the fidget table area into a sitting area with couches, armchairs, desks, ect. ITS could use this space to help with issues that take longer periods of time. The group has decided that even if ITS does not move, they would like to move forward with the removing of tables/chairs from the East hallway and removal of the fidget spinner area and converting this area to a more usable space with counters, chairs, and couches. We won't do any extension of the ITS room until we know if they are staying in the building.
 - d. Thoughts for next meeting: What should we do with the fidget spinner tables? Could we re-purpose those?
 - e. Things to work on: 1st – Removal of the fidget spinner tables and the tables from the East hallway. 2nd – Move two of the tables to create standing counter/kiosks near the GIS lab. 3rd – Have facilities cap the electrical in the floor for outlets that are not being used. Also, shift some seating areas.

Old Business:

1. Intentional partnerships (Dustin)
2. Future of the viz wall (Chad)

- a. The Data Viz wall is currently working with some functionality. If it becomes too costly to fix the group will re-evaluate options for that space.

Any other Business:

1. Jenn will be sending out an email to Tutt Tenants that all work orders need to go through her.
2. Sodexo is still down a person and Jenn has asked our day porter if he could talk to his boss about the duties that the night person should be doing. Right now it seems like nothing is getting done. If anyone sees anything that looks gross or dirty, please let her know so she can get it addressed. This can be inside or outside of the building. Jenn is working on cleaning up the loading dock area. Maintenance should be coming once a week to clean the area of any trash or debris.
3. Building Info
 - a. As far as Winter plans go, if there is going to be inclement weather Jenn will message all the professors who are supposed to be teaching in this building that the building may closed. If the building closes, they will need to make other arrangements for their classroom. If the campus is closed the building is closed. If the campus is on a 2-hour delay, then the building is on a 2-hour delay. The locks will be changed to accommodate the schedule changes. Staff can access the building at any time by using their Gold Card for access.

Imagine 1:

