

April 13, LPOG agenda and meeting minutes

Agenda: We'll finish looking at floorplans for the building to determine, room by room, what the rules will be for who can reserve and use which rooms at what times. The goal is to finalize the spreadsheet we've been working on and move on. With any remaining time, we'll start work on an overall list of policies and procedures for the building.

We looked at the Tutt Library Reservable Rooms spreadsheet one last time and decided on only one change. For 4 and 6 person group study rooms that are prioritized for students, we decided to only allow **same-day reservations** to make sure they're available as much as possible.

We then agreed to finalize the spreadsheet and move on to discussing general policies and procedures for the building.

We started with a document that the core LPOG members drafted in preparation for the meeting and asked the group if there were any missing categories they could think of. After discussion, we added "Public Patrons", "Security Protocols", "Smoking / Vaping" as categories.

Discussion led to everyone wondering for more details about the experimental classroom and the break room, as well as talking about internal cross training and whether dogs should be allowed in the building. Each of these items was added to a list of "important stuff to talk about later" for the time being.

Chad will clean up the policies and procedures list and we'll continue working on it during our next meeting.