

# August 18th, LPOG agenda and meeting minutes

## Agenda

- *Update on curating art in the building*
- *Library loading dock discussion (how will deliveries work, how will we secure it, etc.)*
- *Pick new date / time / location for meetings now that school year is starting*
- *Anything else that may come up to discuss*

## Curating Art

- Rebecca Tucker introduced CC's new curator of Southwest Art Polly Nordstrand, who has agreed to curate art in the new library!
- Curation will happen in public spaces – we can do what we want in our own offices.
- Polly will begin with annual exhibitions, starting with art planned to go up in early October for AY 17-18 (when construction is as far along as possible, but before Homecoming).
- Rebecca and Polly would like to work with LPOG as an advisory (and idea-generating) body starting with the 18-19 exhibition.

## Library loading dock

- There are 4-5 primary vendors for deliveries (FedEx, for example) and deliveries are made on average 4-5 times per day.
- We discussed how best to address some issues with the loading dock. Below are our conclusions about how we'd like to go about addressing each issue.
- Jenn Sides will schedule a follow-up meeting with locksmith Lee Doughty to see about moving forward with the plan.
  - How can we prevent library patrons from bypassing the book security gates by simply exiting through the loading dock?
    - Install a basic alarm on the inner door (sound only) as a deterrent. The alarm should disable for approx. 2 minutes when the door is unlocked.
  - How can we make it as easy as possible for vendors to make deliveries to the building while still being sufficiently secure?
    - The loading dock external doors should have a numbered keypad (similar to the old back entrance), so that frequent vendors can enter the code and make deliveries without needing staff to open the door for them.
      - There should be much less wear and tear on the keypads than before since it will not also be used as an entrance for staff.
    - Inside the loading dock we will post a sign to call a phone number if a signature is required.
      - This phone number will ring on multiple phones (to be determined, but probably Access Services, Welcome Desk, ITS: Solutions Center and a couple more) and whoever picks up first will assume responsibility for signing the package or finding another employee to go sign for the package.
      - For the longer term we will look into a nicer solution such as the "Doorbird" setup at Creekside (video and intercom with a "summon employee to sign" button).
  - How can we secure the mail room for those times when it has sensitive items or expensive equipment?
    - The mail room should be locked and accessible both via a standard key and also a keypad with the same access as the loading dock external door (allowing vendors to deliver straight to the mail room)
  - How will deliveries work when the college is closed for Winter Break?

- As before, vendors will simply use their codes to enter the loading dock / mail room and drop off deliveries, even when the building is closed for Winter Break.

### **Pick new date / time for meetings**

- We decided that Thursdays from 3:00-4:00 is actually a good time for most people. Though it may not work for everyone, we'll stick with it for now and revisit if requested early in the academic year.
- We'll avoid meeting on week 1, block 1 so the next meeting is tentatively scheduled for 9/7.

### **Other business**

- The north elevator will be ready in 2-3 weeks
- The 3<sup>rd</sup> floor will officially open on Friday, 8/18 (including snazzy new café Susie B's)!
- Many rooms have working room controls (controlling what projects to the screen). Matt will send around an invite for an initial training session for those interested. Next Wednesday in the afternoon is a good time.
- Likewise, Matt will send an invite for an initial discussion about the Data Visualization wall, showing what it can and cannot do at the moment and brainstorming about the future.
  - Matt asked for LPOG to consider creating a subgroup to focus on the Data Viz wall to make sure it has compelling content as often as possible.
  - JoAnn offered the idea of including the art curation efforts – perhaps each exhibit could have some accompanying items on the Data Viz wall.