

September 7th, LPOG agenda and meeting minutes

Agenda: *Debrief the first week and a half of school*

Miscellaneous and action items

- **ACTION:** Chad to contact Mark Lee about updating the campus map to include the library's gender neutral restrooms (1st and 4th floor)
- **ACTION:** Chad to create a virtual suggestion box on the Library Partners website (in the near future)
- **ACTION:** Chad to contact Matt Gottfried to suggest prioritizing 130 and 238 as the next rooms (after the current ones) for tech
- **ACTION:** Jenn to set up physical suggestion boxes around the building (in the near future)
- **ACTION:** Jenn to check on adding skateboard racks and more bike racks
- **ACTION:** JoAnn is working through the Dean's office to acquire a building budget that could cover such items as; supplies for the printer, staplers, staples, hole punches, power strips, etc
- **ACTION:** ITS: will design "Out of Order" signs for printers / copiers
- **ACTION:** Jenn will look into why the * in the elevators are next to the G (Garden Level) and not 1
- **ACTION:** Polly Nordstrand, Curator from the Fine Arts Center will meet with the LPOG Core group to identify areas and timeframe to install art pieces.
- Door code for the breakroom is **53519#**
- Next meeting thurs, 9/14
 - This has since been rescheduled to weds, 9/13

General debrief of first week and a half

- It's wonderful to see so many people (especially students) using the building!
- The foldout, bed-like furniture by the windows is really popular
- Students have commented that they love the 3rd floor
- Lots of people usually on the 4th floor and it's very quiet. One person at each table instead of groups
- Study rooms are almost always all full, even ones that aren't ready yet (students sitting on floor)
- All 7 classes are going well despite technology not being totally ready when they started – our AV team did lots of work with TV carts and projectors to work around those issues
- The Café seems to be busy and well used
- 24 out of 75 lockers checked out so far
- Handicap ramp on SE side is tough to navigate around to the east entrance since the ramp ends at the SE door and you have to go around that corner
- Handicap panel that opens the door on the North side is awkward because you have to be in the way of the door opening to press the panel
- The 3rd floor door from the north stairwell by the Café is opaque, which is strange compared to the other glass doors and makes it a bit tough to find
- Many walkways feel a bit tight, you have to walk single file to get through
- We really need more doorstops!
 - Those of us who have them on our doors now did it by putting in service requests to Facilities
- We need more bike racks
- Students are leaning against or standing their skateboards against the data viz wall
- Some rooms seem to have "whiteboard walls" (3rd floor study room next to Steve's office, for example) that are really cool
- There's a general lack of whiteboards and we could really use more rolling whiteboards to be flexible
- We've noticed that students working at standing or sitting spots around the building have cables strung across the walkways to power outlets on the walls

- We'll likely need to solve this with a large number of power strips connected to floor outlets for now

Printers, staplers, toner

- ITS: was not prepared for the week 1 printing rush – many printers ran out of toner. Working with MPS to ensure that doesn't happen again and we get sufficient spares.
- It wasn't clear in the first week who was in charge of printer accessories like staplers and hole-punches
- Plan going forward:
 - ITS: primary on printers (including supply refills, staplers, holepunches). That said, ITS: welcomes anyone to assist with supplies (paper will be placed near each printer for easy access, spare toners stored on the first floor printer nook), they just don't want everyone to feel like they always have to fill paper / staplers
 - That said, ITS: asks everyone in the building to help out on the very busy first 3 days of each block and directly fill supplies / clear jams. They are happy to show anyone how to do this. Outside of that time, still feel free to do it or feel free to notify ITS: to do it
 - ITS: is doing a walkthrough once per day in the evening before closing to check on printers and fill paper / staplers

Technology Updates

- 6-8 weeks left of physically installations, 12-13 weeks total for full completion (including room scheduling panels)
- 19-20, 108-109, 320-321, 411-12 are finished except for the scheduling panels
- 323 finished, except currently troubleshooting why the main screen isn't working (2nd screen works OK)
- 327 prioritized, waiting on electrical
- 317 is finished except for a planned camera recording setup
- Next up: 2nd floor event space and 319
- Digital signs (screens near stairways on each floor) will be second to last
- Room scheduling panels will be the last thing to go up
- The group asked to prioritize 130 and 238 next
 - No class is using 130 until thurs, 9/14