

1-16-2015

## SAC : Meeting minutes : 2015 : 01 : 16

Nelson Poynter Memorial Library. Space Allocation Committee.

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### Scholar Commons Citation

Nelson Poynter Memorial Library. Space Allocation Committee., "SAC : Meeting minutes : 2015 : 01 : 16" (2015). *Library Department and Committee Reports*. 68.  
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**Space Allocation Team**  
**January 16, 2015**  
**Minutes**

Present: Deb Henry, Tina Neville, Patricia Pettijohn, Camielle Swenson, Otis Wilder

Meeting was called to order at 2:05 p.m.

**Coffee service:**

Tina learned that a Starbucks coffee service may be under consideration for the library. Several members commented that they have used this service in hotels and it worked very well. The majority of the committee would like to find out more about the project. Questions of concern:

1. Who will handle maintenance?
2. Will the library get any portion of the revenue?
3. What (specifically) will be offered in the way of beverages?

**Action item:**

- Tina will notify Carol that we would like to get more information. (done)
- Deb will contact dining services to see if we can set up a meeting. (done)

**Chairs:**

The large teal upholstered chairs on the first floor are nearly impossible to move and have the potential of tearing the carpeting as they are dragged around for different uses. Carol agreed that we may contact Workspaces to get a price quote on replacing some or all of these chairs with the flexible chairs on wheels that have been purchased for the Poynter Corner.

**Action item:**

- Patricia agreed to contact Workspaces to get a quote
- Tina will send Patricia the contact information at Workspaces and specs on the types of chairs that were ordered for the Poynter Corner (done)

**POY 218:**

There continues to be discussion about the best use of POY 218. If the room can be remodeled, should it continue to be an instruction room or should we try for something more flexible. In order to get broad input on desired use, Tina has asked to have a discussion of the remodel on the next LLT agenda. During today's meeting, the committee discussed points and questions that should be brought up at the meeting. Once the use of the room has been decided, we can contact Steelcase for an updated schematic and quote for a remodel. Questions/concerns to include:

1. What is the primary need for this room? Instruction, meetings, quiet study lab, other (if so, what?)
2. How many librarians still teach hands on library instruction? Is the instruction in 218? How many students are normally in the class? Tina will also bring her study of 218 usage for the last few years (taken from the 218 calendar)
3. Security issues—it would be helpful if the room had a security camera and a window added to the door
4. Will the room continue to be used as an open computer when not in use for other things? If so, are "fixed" computers necessary or could it be labelled as a "quiet study" area that has

connections for computers. Students would then bring in their own computing equipment or check out a laptop from circ.

5. If instruction continues to be a major purpose for this room, is there a way to do hands on training using laptops? If so, some of the issues might be:
  - a. Cost of supplying enough laptops for a full class—or, would it be feasible to require students to bring their own laptop or check one out at circ?
  - b. If laptops are provided (or if they are checked out at circ), time would be needed for the library instructor of the class to get out all of the computers and get them set up or to allow students/circ time to check out numerous computers—logistics of this could be tricky
  - c. If laptops are provided, who would take responsibility for them? Library instructor? Not systems!
6. Ideally, there would continue to be a fixed computer available for use by an instructor or a meeting leader.

**Action item:**

- After the LLT meeting, Otis will contact Steelcase for the schematic and the quote

Meeting was adjourned at 2:40 p.m.