University of Arkansas Libraries

Extreme Makeover Task Force
Meeting Summary
May 28, 2010
3:30 p.m., Rm. 486

Present: Alberta Bailey, Donnie Blagg, Molly Boyd, Anne Marie Candido, Donna Daniels, George Fowler, Sheri Gallaher, Tess Gibson, Lynaire Hartsell, Roy Hatcher, Jimmy Jackson, Necia Parker-Gibson, Sarah Spiegel, Juana Young (chair), and Tim Zou.

FACILITIES’ ELECTRICIAN AND CARPENTER UPDATE
Facilities met with electricians and carpenters; the latest diagrams and schedules reflect assumptions made with their input. Sheri has a document revealing the various components of technical work with the electricians and carpenters (see full document attached). It shows the job description, what it will impact, and an estimate of time required for the work. Some of the jobs may be running concurrently; i.e., the carpenters can be working on dismantling the desk while the electricians are in the wiring closet, so the time estimates are vague at this point. No dates have been set for work to begin. The electricians were not informed about the need for additional power panels, so it is unknown as of yet whether the entire building will be without power while that work is completed.

We should allow two weeks for the wiring work (estimated). The re-wiring will affect computer data drops on the lobby level and 3rd floor of Mullins. Levels 1 and 4 are wired separately and should not be affected; however, area wide outages may be required. New data drops will be re-wired in sequence, by areas or departments to the extent possible. A document outlining the affected offices / computers for each wiring closet has been posted on Sharepoint. Staff users can expect a network outage of a few hours as work is completed in their area; their computers will still function normally but will not be online (unless power outages are required). Wireless access will also be affected, on the third floor especially. GACL users will not be able to use computers, as log on requires network authentication. Staff will make every effort to notify affected users in each area before the work begins. Staff can expect sporadic outages during the re-wiring stage of the renovation. It is our intention to complete the work as soon as possible; however, due to the nature of the work, the hodgepodge of past upgrades, and the age of the building, there will be complications expected. After re-wiring is complete, individual computers may need to be rebooted to automatically log on to the network. Some computers may do this automatically.

PLANNED CLOSURES AND CONSTRUCTION AREAS
Due to the work in the center of the main floor, a division or barrier will be created at a semidiagonal line from the binding window to the southeast corner of the Reference office block. The Circulation offices of Tim, Sherryl and Allon will be blocked from the service desks, but may remain in use, though dust and noise may require staff to relocate.
The public copy room will be closed when work begins on the wiring closet for safety purposes. The copy machines will be relocated to the tutoring area, as that furniture has been stored for safekeeping during the renovations. There will be no tutors until the fall semester begins again. The vending machine for Razorbucks cards will not be moved; a possible strategy to deal with customers’ needs for Razorbucks will be to direct them to the union or to have a staff member enter the copy room to charge their card for them. June 9 is the go live date for Print Smart, which will require non-UA users to pay for copies.

SERVICE DESKS RELOCATION
Circulation will relocate to the east desk as soon as possible to avoid any potential delays in the renovation work schedules. Self check will continue to function on the east side; the west self check station will be closed with the rest of the construction area. Due to the lack of specificity in electronic and data outages, Circulation will determine on a daily basis how to handle services and patrons. Without power and data, staff can still perform manual checkouts.

Reserves and Ready Reference materials will be shifted onto carts that can be rolled to new locations as needed. Reserves and ILL pick-ups will be temporarily housed in the old telephone closet behind the east desk. One laptop checkout cart will be relocated to the east desk.

Reference service will relocate to Room 102. There are no scheduled classes there this summer, and there is no scheduled interruption to data services to Room 102. Three filing cabinets will be relocated with Reference, including CD Roms.

Staff will need to check out a master key to retrieve materials from the ERIC cabinets that have been relocated to the first floor compact shelving area after Shipping & Receiving closes at 5 p.m. or on weekends.

The west circulation desk can be moved at any time, as long as a chair and table remains with telephone and data drop for a computer. The telephone line on the West desk has already been disconnected.

The fourth floor study tables on the east side have data drops; displaced staff and faculty might move there temporarily to continue their work.

UPDATES
Anne Marie will continue to collect information and send out daily e-mails as needed to the library staff through the listserv; Beth will post the same on the Web page for the renovation project. Every effort will be made to keep everyone informed of outages and work progress. A white board that can be easily updated may be placed on a tripod by the entrance. Staff may travel door to door to inform users of scheduled outages. Personnel requiring temporary signs, such as notifying patrons of relocated services, should contact Molly or Sheri.

Systems will make every effort to trace and label all dataports and drops to enable smoother maintenance and upgrades in the future.

Might consider purchasing ear plugs for patrons.
Signage Group needs to meet with Sheri to work on temporary and permanent signage needs.

**FURNITURE**
Some pieces of furniture currently being considered by Facilities are on trial in the Student Union. Faculty, staff, and users are invited to test these chairs and submit their feedback to Sheri. Other pieces under consideration can be found in the Law School building and the Quality Writing Center. Not considering any cloth-covered chairs; looking at vinyl or leather-like coverings on upholstered chairs for easy cleaning.

The latest version of the floor diagram has been posted on Sharepoint.

**NEXT MEETING:** No meeting is currently scheduled; members will be alerted via e-mail when the need for a new meeting arises.

**FAMA/MULN Meeting Notes, submitted by Sheri Gallaher**
Wed., May 26, 2010
9a
Present: Juana Young, Sheri Gallaher, George Fowler, Todd Cantrell, Donnie Blagg, Randall Ramey, Jack Wills

Main focus of the meeting was to plan the sequence of events for the construction of a new wiring closet inside the copier room, (221). The existing 221A wiring closet will have its east wall punched through in order to keep the current rack with connections to 266 computers more or less up and running during the project. Lighting and HVAC in the new 221A closet will be added, the existing rack will be moved into the new space, and network wiring from room 284 will be moved to a new rack in the new 221A space.

Note: 221A* = existing room; 221A+ = new room

Sequence of work with a 5/28 or 6/7 start date:
Library to move copiers out of 221, relocate to northeast wall that the Enhanced Learning Center utilized during the year (they’re not here this summer) 3 data drops available.

Install lighting and HVAC in new 221A area prior to building wall. (Remove existing light fixture to___??)

Power on east wall in 221A* is moved furthest south in that room to make room for punch out of that wall. Est. outage time for 221A computers is 2 hours.

Carpenters make hole in the east 221A* wall in order to move existing rack. Est. time is 1 day.

Electricians move existing rack as far east as possible. Est. outage time for 221A computers is 1 hour.

Whatever wiring is too short will need to be re-pulled. **No down time was estimated for this part.**
Buy and install new switches into 221A+ and connect 284 fiber to 221A+. Est. 1-2 days.

Complete install of electrical and data on east side of new 221A+ wall. Est. 3 days.

Begin wire pulling from current locations served by 284 to 221A+ (Notify Johnson Controls) Est. 1 day per drop but groups of wires can be pulled simultaneously.

Carpenters cut down and moves J-desk (old west check out stations) to new north location. Est. 1 day. Use existing wiring at north column?? (see above) Lab ops move into this location if wiring is existing. Re-route traffic through north hallway (near AMC) Set up table at west for security.

Once the new closet is complete, begin wiring of the quiet computer area in 222 (and where new lab op J-desk will be)

Lab-ops temporarily moved to computer pod east of old ref desk w/printer(s). Rusty from LaHarpe’s tears down lab op and cigar pod furniture and stores at north end of room. He’ll have to come back to move the rest.

As soon as carpenters are ready, start work on new main service desk. Block off from Binding Prep window area all the way to the map case area west of the old ref desk (existing 8 computers stations will be shut down). Est. time: 3 carpenters working for 3 weeks.