University of Arkansas Libraries

Extreme Makeover Task Force
Meeting Summary
June 23, 2010
1:30 p.m., Rm. 486

Present: Alberta Bailey, Donnie Blagg, Molly Boyd, Todd Cantrell, Ben Carter, Donna Daniels, Sheri Gallaher, Tess Gibson, Lynaire Hartsell, Roy Hatcher, Jimmy Jackson, Necia Parker-Gibson, Sarah Spiegel, Juana Young (chair), and Tim Zou.

Updates on various components of the project.

**ELECTRICIAN / IT UPDATE**

Wiring in the new closet in the copier room is being switched to the loaner equipment. Future outages will be experienced when moving the equipment to the permanent equipment that has been ordered by the Libraries. May be a month or so before that equipment is delivered. When that happens, IT staff will try to complete the switch on a weekend so there will be as little interruption and downtime for staff as possible. If personnel need to complete critical work while their computers are down, IT recommends they use the computers in room 102. IT will install any needed software if those computers do not already have it.

The electricians have installed four data drops in the new wall built in the copier room, which will accommodate two copy machines (two data drops per machine). There are two existing drops in the room not affected by the rewiring. There is one extra drop for a supplies vending machine. Ali Sadeghi-Jourabchi of the Bookstore is handling this request; however, his time is very packed right now with the bookstore moving to the new Garland location in July. The vending machine is supposed to work with Razorbucks and will contain supply items, and hopefully USB drives.

The copy machine contract runs out in June, after which we will be reducing the number of copiers from five to three. One will remain on the 4th floor, with two being in the existing copy room. One of those copiers will be a color machine with e-mail and save to USB capabilities. There will be no charge for the save features; only the paper printing.

The data drops are not sufficient to accommodate a print station for the quiet computing lab. Sheri will ask electricians to expand the existing network drops to six for a print release station and printer. ITS may not install this station now, but makes sense to wire for it while we are there to allow for the possibility of expansion later.

Wiring must be completed in the wiring closet before work can begin on the quiet computing lab in the Periodicals Room. This stage will more than likely begin in two weeks.

**CARPENTER UPDATE**

Carpenters have been pulled from our job to work on other campus projects. They have bolted down the new satellite IT desk (the former west desk moved to the north end of the computer lab...
near the tutoring location); all wiring is complete, and it is ready to go except for one wood panel that needs to be replaced.

The middle section of the new service desk has also been bolted down, but wiring is not yet complete. The extra assistance call button is being relocated to the middle desk and a pull out drawer is being installed. Sheri will talk to Tim and Donna about shelving, seating, cabinets, and anything else needed behind the desk. Donna will be at ALA through Tuesday but can be reached via cellphone. Tim says Circulation wants short stacks behind the desk to conform with what Reference has back there for ease of maintenance and a more uniform appearance. He reports that after packing up everything to move temporarily to the East desk, Circulation has a clear idea of what is necessary behind the desk and what can be relocated elsewhere to reduce the clutter behind the desk.

By the middle of next week, the carpenters should have the new Reference consultation station installed and ready to be manned.

Facilities will be adding another drop and an electrical outlet to the west side of the desk at the request of Circulation. One of the desk lamps has been relocated to the new service desk to balance out a remaining (existing) lamp. Canister lights that are flush with the ceiling mounts will be installed for task lighting at the service desk to eliminate any hanging lights or other clutter on the desk. The lights selected were designed to be cool, full spectrum light.

Sheri forwarded furniture diagrams and specs to Warren Pingle, the planner / estimator for Facilities Management, but has not heard back from him regarding whether or not those plans met his needs.

SIGNS
The Signs subcommittee reported that their final conclusion was to make any new signage as simple as possible and not to produce a sign that was not absolutely necessary (for instance, Quiet Computing for the new lab section in the Periodicals Reading Room). They recommend there be a single sign for the new service desk that says “Welcome. Ask Here,” and that the sign be a 3D sign faces readable from three directions: north, west, and east. Use red if possible to avoid the issue of signs blending in and not being visible. Avoid any phrases and jargon that ESL patrons might have difficulty comprehending. “Ask” or “Help” are well-known. They do not recommend that the desk sections be named or further delineated by department, as the hope is that personnel will take any questions and refer to the patron to the appropriate solution or service on campus. Especially on weekends, the service desk is often the starting point for people who want to get information about the campus (when other business offices are closed).

Donna will review the space and determine where to move the Reference Collection signs. The Newspapers sign needs to be moved and the old newspaper rack needs to be dismantled and moved.

Those persons attending the ALA convention this weekend will be paying careful attention to the sign vendor displays and will bring back any suggestions.
FURNITURE
The new furniture has been ordered. The delivery date for the new computer workstations is around July 28. One week before delivery, the furniture technicians will meet with the campus electricians about installation requirements. There is no firm delivery date for the chairs or comfortable seating. The proposed “airport seating” in the middle walkway has been nixed due to cost. The display case should be removed from the middle walkway as well.

The final configuration has thirty-eight new computers. The computers have already arrived, been prepped, and are ready to be installed as soon as the furniture is assembled.

Technicians need to be consulted about the proposed TV screen / monitors to be installed in the west hallway area and the computer lab about whether the proposed locations are viable regarding wiring, mounting, and data ports. Sheri and Roy will talk with the electricians. If this is approved, IT will order the screens. One of the functions of the screens will be to display a real time application showing free computers throughout the lab; depends upon users logging off when leaving a computer workstation. Also IT is trying to develop the same application for smartphones for all computer labs on campus.

The Reference Collection shift is holding as is waiting on a proposal to Reference to reduce the collection even further. As it is now, tall books are shelved on their spines; Stacks staff would like to reduce the number of shelves per section to five to allow for tall books to stand upright. Stacks staff are currently updating range finders.

GRAND OPENING CELEBRATION
Library staff should plan for a grand opening ceremony, possibly a ribbon cutting, during the first week of school. Should plan around Razorbash and other campus activities. Invite the Student Tech Fee Committee, ITS personnel, the chancellor, the provost, and other individuals who collaborated to make the renovation happen. We might explore the possibility of getting new library t-shirts.

SUMMARY OF ACTION ITEMS
Make plans / issue invitations for a grand opening event in August (also t-shirts)
Sheri and Roy will talk to the electricians about the TV screen possibility
ALA attendees will look at sign vendors’ displays
Sheri will ask electricians to put two additional data drops somewhere in the copy room
Sheri will see about moving the newspaper sign and display rack
Sheri will talk with Donna and Tim about furniture needs behind the service desk
Donna will determine where to relocate the Reference Collection sign
Reference will decide on the issue of further reducing the Reference Collection