

## Minutes for LSC meeting held April 3, 2003

Present: John, Godlind, Gulnara, Maryanne, April, and Jim LaPiano

Absent: Jason, Linda

### **Floor Plans:**

Trying to come to a final decision about how many floor plans need to be made and how much they will cost. The idea is to have a master plan displayed on each floor near the main elevators. There are three main elevators which access six floors (basement included) so that makes a total of 18 master plans. Plus we would like to put one in both the CRR and NRR near the Information Desk and Circulation Desk respectively for a revised total of 20 plans. We would size the plans like so: one floor per 8.5" x 11" page making a total of 6 pages per master plan. They would be in color and laminated. On a smaller scale, master plans would be created and sent to the Publications and Promotions Committee to be made into brochures suitable for handouts.

In addition, we would put a plan of each floor near all the stairwells and all emergency exits. For example, a floor plan of the first level will be placed near the stairwells and emergency exits of the first floor, second level plans near second floor stairs and exits, etc. Jim agreed to find out how many of these would be needed by next week. Maryanne has the price list from Kinko's and can figure out the total cost once we get the number from Jim. Also discussed was how the signs would be mounted after they are affixed to plexiglass. Cost for plexiglass must be determined. Maryanne knows a place in Mt. Sinai that may be able to custom cut pieces. Otherwise it may have to be ordered from somewhere else and cut at a machine shop.

Jim looked at the current plans and noted changes that would have to be made before we we send them out (e.g., CELT moving). It will be necessary to anticipate changes in general and decide how we will manage updates to plans in the future.

Decision was made by all to get information needed to Jason by next week so he can proceed with finalizing the plans.

### **Display Cases** (to post library hours):

It was agreed that the rolling marquee sign and display case near the East entrance of the first floor will be removed.

Two new display cases will be half the size of the original ones (approx. 2' x 3' for the new ones). Maryanne priced them from a company called Waldner's in Farmingdale. Cost would be \$668.50 each for a total of \$1337.00 plus delivery and installation. Once ordered, it will take 6-8 weeks for delivery. Need to ask Chris if we can get the old display cases removed before the delivery date of the new ones so there will be no installation delay once they are delivered. Money will come from state funds and looks like we are good to go on this project.

**Brown Bag:**

It was agreed to hold the next Brown Bag lunch/talk on Tuesday, April 15 from 1-2pm. It will be held in Administration large conference room. Maryanne will send an invitation to all those who have submitted travel reports asking them if they would like to give a brief talk about their trip. If this date is unacceptable it may be moved to the following week.

Meeting adjourned at 3:15pm.

Compiled by April Brazill