

**LLR Unit Council Meeting  
September 11, 2017  
Minutes**

<b>Present:</b>	<b>Baldwin, Donna</b>	<b>Lau, Loretta</b>	<b>Medina, Gary</b>
	<b>Cain Carla</b>	<b>Lopez, Cindy</b>	<b>Perez, Gema</b>
	<b>Foster, Norman</b>	<b>Kunisaki, Sheryl</b>	<b>Striepe, Claudia</b>
	<b>Gold Christina</b>	<b>McMillan, Mary</b>	<b>Valencia, Salvador</b>
	<b>Hall Lisa</b>		

**Absent:**

The meeting was chaired by CS and CG took minutes.

**AGENDA ITEMS**

**1. Library Carpeting/Re-carpeting**

- The council reviewed the tallied votes on the prioritization of rooms and areas for carpet replacement
- The Innovation Center was determined by members to be less of a priority but it may need to go onto the priority list because there was water damage that has not been replaced since the flooding and there are concerns that there might be mold or other problems.
- Carpeted perimeters and pathways are dirtier and more worn than the center areas of carpets. The custodians say it is easier to clean the centers than the perimeters which have thinner carpet. One idea is to replace the perimeters, but it might make the centers look dirtier by comparison.
- The council discussed the possibility of more frequent shampooing but the cost would be excessive because it would require overtime.
- Room A is a problem beyond carpeting. There is wiring hanging out of the wall.
- Jaynie Ishikawa is chairing a new committee that is reviewing campus facilities for disability issues. We would like to know if their committee has funds to help the library with repairs – especially of carpets with rips and loose areas. One reference librarian is in a wheel chair. Also, there are places where new squares are next to old ones, creating small ledges that may not be ADA compliant.
- The council also doesn't know if the music library should be included in the prioritization. There are bumps in the carpet and one employee uses a walker. It may be an ADA compliance issue.
- The student copy room was not included in the prioritization but its carpet is very rough. We added it to the list.
- In terms of cost/benefit, we might get more bang for our buck if we choose large areas rather than lots of small areas. But, this might not be the case if we are working with carpet squares.
- If asbestos is found below the carpet, it will eat up a lot of the budget and less area will be recarpeted.
- Facilities did/will not offer advice on which areas to prioritize. They would like direction from us.

- It would be a good idea to deal with areas that have lots of traffic first so that we can make a good first impression to students and others as they enter the library.
- The reserves area is worst around the desk.
- We discussed the possibility of installing linoleum, instead of carpeting. This will likely not be allowed since we are not permitted to make major changes to the existing space according to the funding conditions of the addition. It wouldn't be another 10 years before the library will be permitted to undergo another major renovation.
- Hard flooring, like in the MESA center, would be nice to have. We could follow up on this topic and find out the rationale. Hard flooring would be louder but easier to clean and would not wear down as quickly.
- Aside from carpeting, we have exemptions for ADA compliance because of the age of the facility, but if we make changes to something like a counter, it would void that exemption and we would have to update all the counters.
- We don't know exactly what will be covered by insurance from the flooding.
- We prioritized the spaces as seen in the following chart.

	Chris	Cindy	Claudia	Gema	Lisa	Loretta	Mary	Sheryl	Derek	Laurie	TOTALS	RANKING
1st Floor - Reference Desk Area & Reserves	6	2	1	3	4			6	2	1	25	2
1st floor - Main Lobby	7	1	9	1	12			7	1	2	40	12
First Floor - Study Room A; 2nd Floor - Study Rooms C D E F G H and passageway outside the rooms	9		2		2			4			17	3
	(entire room incl Study A)											
2nd Floor - LRC Tutoring Area	4		7		3			2			16	1
2nd Floor - Top of the stairs, landing area near tutoring area and entrance to Tutoring area	1		3		8			1			13	1
combined with "First Floor Study Room..."	2		5		1			3		3	14	
2nd Floor Reading and Stacks Area	5		6		6			5		4	26	5
2nd Floor ramp area	8		12	4	9						33	8
Basement West Wing - Innovation Center	12	3	4		5			11			35	4
Basement West Wing - Area outside elevator	10		8		7			10			35	9
Basement West Wing - Lab 10	11		10		10			8			39	9
Basement East Wing - LMTC	3		11	2	11			9	3		39	11
Compt Labs A, B, C												10
Staff area/workroom				5							5	
Music Library (ADA)												7?
First Floor copy room												6

## 2. Division Office/Library 110 Safety

- There is an open space in the wall where students can hide. That space is checked before locking up. It has been reported to facilities, but we haven't heard back yet. This is another reason why it would be good to have campus police there when we are locking up the library. Other campuses do this.

## 3. Facilities Requests Submitted

#### **a. Clean outer entrance of LMTC**

- The bottom of the stairwell by the entrance to LMTC is filthy. It is only cleaned sporadically and we aren't sure who does the cleaning. When they clean and power wash the windows, water comes into rooms 76 and 30 – but we don't want this to stop them from cleaning. Facilities hasn't responded to have the area cleaned yet.

#### **b. Clean 1<sup>st</sup> and 2<sup>nd</sup> Floor East Wing Window**

- We think there is window washing service contracted to do this.

#### **c. Center Atrium by the Ramp**

- This area has plastic flowers that are very thick with dust and have not been cleaned in a very long time. Perhaps the flowers should be removed. The stone is also very dusty.
- We need to consider union issues as we approach this. Facilities are very understaffed with custodians. The custodians have been stretched very thin and now some are being pulled off their assigned areas to also work on the stadium. We should not clean it ourselves but putting in a work order may be misinterpreted as a criticism of current custodial staff, which isn't the intention. Custodians prefer if we verbally talk with them directly about any concerns or areas that need attention.
- Perhaps we could put a request for more custodial staff into the Annual Plan or Unit Plan.
- Mary will speak with custodial staff and report back

#### **4. Others**

- There will be a Shake Out Drill on Oct. 19 at 10:19.

#### **5. Topics for the Future**

- We have problems with water downstairs – we have big water bugs/cockroaches; condensation causing dripping from pipes; and fogging on computer screens.
- The patio area would benefit from some sun umbrellas to cover the tables so that students can work outside. The ASO may be a resource to help with this.