**Attendees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Sara Brownmiller</td>
<td>UO, Libraries</td>
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<td>Scott Austed</td>
<td>UO, Knight Library</td>
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<td>Duncan Barth</td>
<td>UO, Libraries</td>
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<tr>
<td>Peter Verrey</td>
<td>UO, Libraries</td>
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<tr>
<td>Laurie Woodward</td>
<td>UO, EMU Director</td>
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<td>Gregg Lobisser</td>
<td>UO, Student Affairs, User Group Chair</td>
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<tr>
<td>Dan Geiger</td>
<td>UO, EMU Staff, User Group</td>
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<tr>
<td>Dana Winitzky</td>
<td>UO, EMU Facilities</td>
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<tr>
<td>Martina Oxoby</td>
<td>UO, CPRE</td>
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**Consultant Team:**

- Natasha Koiv (SERA)
- Carissa Mylin (SERA)
- Laura Grover (SERA)

**Discussion Items**

- Sara commented that her staff may be able to support add’l secondary computer stations throughout the building. Suggested that counters with laptop connections would be a good idea.
- SERA to confirm sq ft. allocation on the plans.
- Don’t need enclosed work or group work room, students can use other meeting rooms. Keep locking storage room at 60 sf.
- Service desk near the main entry, storage room, computer & printer stations.
- Service desk is casework, stand up transaction and sit down transaction.
- They prepared a layout that accommodates 44 drop-in computer stations.
- 2 B&W printers & 1 color printer (all floor models) with pay station next to each printer.
- SERA to send equipment inventory forms for staff to complete.
- SERA to send furniture inventory forms for staff to complete – likely to re-use existing.
- Gregg requested that Sara make recommendations for the student secondary computer stations throughout the building.
- Could put more collaborative computer stations in the lounge areas outside of the lab.
- Hours are 7:30am – 11:30pm.
- Requested cipher lock door operation or card access for staff access so they know who is entering / leaving. See if occupant load allows second door to be deleted.
- Room needs to be alarmed. Camera in corridors.
- Glass at corner entry & hallway will be good exposure, avoid direct glare.
- Indirect / direct light fixtures.
- Food and drink will be allowed.
- SERA to send updated floor plans to Martina.

**Wrap-Up / Next Steps**

- SERA – send furniture inventory, equipment inventory, update plans.
- Computer lab staff – review / update layouts based on furniture plans.

**End Time:** 10:00am

**Recorded by:** Carissa Mylin

**Date of Report:** 08/08/2013