Makerspace Exploration Task Force

Meeting Minutes

February 21, 2017

Meeting started at 9:05am

Introductions

Looked over the Task Force Outline

What this task force will produce.

Main deliverable will be some sort of marketing documents

Also answers to some of the questions identified in the Task Force Outline

Library Administration will have a large stake in this process and so will have last say on some decisions.

Audience = People with money and also to drum up support on campus.

End Users = ?

One of the big questions will be what do we want to have in our makerspace (equipment).

Many felt that education and training will be key and that we need to make sure that we have a strong focus on that. CJ brought up that we want to make sure that the space is about creation and not consuming.

DH, CJ, and RB showed examples of things that can be done in makerspaces.

The group brainstormed a bit, and below are some of the thoughts:

Ethos of not wasting things should be encouraged

Getting people involved that would normally be interested

Summer programs for at risk populations

Some of the equipment is already on campus

Want to get people in so they can create stuff and also trying to reach new audiences

Training and Education will be key

Students could teach as well

We should try to have some fun programing to get people involved

Button Makers

Bookmarks

Sewing machines

Paint

Vinyl cutter

3D printer

Laser cutter

Soldering

Safety concerns will need to be addressed

For next meeting all should try to do the following:

Look through examples of makerspaces at provided page

Try to come up with three fun events/programs that you would like to see happen with the makerspace.

Talk to as many people as you can to gauge support and interest.

Meeting Adjourned 9:55am

**Makerspace Meeting Minutes 3/14/16**

Discussed the focus of our makerspace – makes sense to have art design, technical, and media. Noted that 3D printing gets people in the door, but the process is slow, so having tangible takeaways at beginning is rewarding.

**Space** - Would it be better to start small in a corner of the library or go bigger w/more visibility? Group consensus was to start small and continue to grow. There are many unique spaces on campus that already do exist, i.e. sound both, printing services. Need to develop relationships with these spaces.

**Space** – library has space, even if in remote corner, we can get started and work on renovation, weeding/moving collections. Could put stuff in front of elevators to grab attention if in remote area. Have stuff out at After Dark. 5th floor space opening up soon – all glass, but on quiet floor, so not permanent. Also discussed old staff lounge in basement, but space is cold, no windows. Important to have a space students want to be in. Would like MS to be a place to showcase and share work.

**Staffing** of makerspace – may be able to hire work-study students, CS, Art and Design students possibilities. Could get library staff to take shifts. Student groups are a possibility, but can be unreliable as membership changes. If students working in space, may need someone else for overall management.

**Funding** – student segregated fees? Would like to try keep it affordable.

**Fees** – art students pay course fee for consumables;

**Policy** - discussed if students use provided materials, they must use them in the space; limit mass quantities

**Supplies** - Art may have supplies to donate after loss of Art Ed program. “Think about us, before surplus!” Could do inventory of existing resources across campus and there could be coordination of different spaces.

**Events**—Summer camps-students on autism spectrum, leadership modules for RAs, Blugold Beginnings

**Marketing** – video would be easy to do, discussed Open Eau Claire helping out

Round robin of attendees of **what is the 1st thing you would like to see in space?**

DH-electronics, Ardunio, soldering, Raspberry Pi

HK – place to share ideas, basic arts and crafts, wood, cardboard, anything people can get their hands on and then share

BG – 3D printer

EK – creative technology – dicut, vinyl cutter, sewing machine

RB—not tied to any one thing, dependent on curriculum and working with existing relationships across campus

RM – on board with anything paper mache, molding and casting, Legos, 3D printing, electrical

Students don’t know how to use hands, anything we can do encourage it

JK—technology to draw, basic cutting and mounting, adhering, basic painting and drawing, stuff for students to ready presentations

CJ—3D printing, quick draws and t-shirt press, buttons, already has on syllabus for fall

DH noted former director didn’t want us to take the mentality of “build it and they will come” and to get involved with academic curriculum

**Action Items:** Add event and description in Shared Drive folder, come up with 3 names, if time start adding info into Task Force Deliverables folders, continue to talk with colleagues and drum up support

Makerspace Exploration Task Force

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March 28, 2017

* **Discussion** - Overview of Makerspace task force’s previous meetings – resources we hope to get, areas of focus in space (printing, art, electronics, etc.)
* **Meeting scheduling** – To avoid scheduling conflicts, we will meet next Tuesday (4/4) then back to every other week
* **Purpose –** Primary objective is to create materials for fundraising/approvals for the space
* **Accessibility** –
  + Discussed other makerspaces’ limited hours/availability
  + Depending on staffing would like more open hours.
  + Discussed whether it is open to public/students only/UWEC affiliates
  + Funding source likely impacts who has access.
  + It is most likely to be just UWEC affiliates, but it was also suggested to look into sister programs with other makerspaces, community outreach (i.e. Blugold Beginnings)
* **Programming**
  + Discussed the importance of programming as a means of advertisement, starting initially with library staff but reaching out to other departments/community members.
  + Read through programming ideas in S drive ( )
  + Possibility discussed of a maker fair in Davies with other nearby makerspace libraries.
  + Tie-ins to math curriculum, topology (i.e. using sewing fabric for explaining surfaces)
  + Using space for leadership training with RAs/student groups/etc. for bonding activities, and generally building a sense of community to get people in and take ownership of the space
* **Location**
  + Expensive option – Constructing a new space from the ground up
  + Preferred option—small grassroots route, minimal initial investment, build audience and create space to demonstrate demand
  + Location option 1-5th Floor (previously Loss Prevention and Safety office) However, 5th floor is a quiet floor, basically all glass, and no sink—all obstacles
  + Ideal location: Lower level staff lounge—has a sink (though there are potential issues with visibility)
* **Naming**
  + Possibly name for a better, bigger location for the future
  + Name inherently gives us the option to convey what it’s for, but also potentially limiting
  + Discussed benefits vs. cons of attaching the library name
    - We want the space to be open to all campus (McIntyre might detract)
    - Shorter is better, means they’ll be more likely to use their name
    - Acknowledging the library in some way
  + Administration will likely have deciding vote on the name
  + For now, continue to come up with names
* **Budget Document**
  + Document was introduced to the committee, located on S drive, contains estimates for potential costs (Makerspace 3.a – Initial Budgeting)
  + Overview tab is based on the assumption that the LL room is the one being updated, including potentially replacing or removing closet doors, relocking door, and improving heat/carpeting.
  + \*Initial materials tab – Input quotes for items we would like to see in the makerspace. (Entering items and saving product information as a PDF in the Quotes folder in the S drive)
  + Potential funding sources: Foundation, ITC, potentially ORSP
* **Pamphlet**
  + Designed to have a tangible item to help show potential funding sources the value of this space
* **Tour of potential space in the lower level**

Meeting adjourned at 10:09am.

**Action Items**

* Come up with 3 selling points for why we should have this space (as well as data or ideas for data to gather up to back up these claims)
* Place all suggested names for makerspace in the document on the S drive
* Begin adding estimates for materials on the Budget document on the S drive

Makerspace Meeting Minutes

4/18/17

DH brought the group up to speed on budget quotes and shared initial floor plan –see shared Makerspace Task Folder

Space – would be nice to have movable furniture, but also need to consider sturdy, durable, and flame resistant; also would like to include overhead power reels to avoid tripping hazards; will need a temporary space for backpacks and coats; whiteboard would be nice; projector? Possibly movable; a phone in the space would be good as well

Events – 2017 Summer camps for middle and high school students on campus-one is a Makerspace Summer Camp facilitated by a Library Media Specialist at Chippewa Falls Middle School (note price tag of $169-$189 per student) – perhaps a possibility for a partnership/event in the future? Space could be rented by continuing ed

Supplies—Art Education program recently suspended at UWEC; opportunity for extra materials to be reused in Makerspace; likely will look at stuff before end of the semester and hopefully pick up in summer

Brochure – EK shared brochure for marketing. We liked impact words, hoped to add something about pilot and democratization of tools for all across campus. See shared folder to view.

Staffing – discuss appropriate staffing levels; agreed one person was enough; ideally a students, but staff members also fill in; also discussed hours of operation – M – F 11am-8 or 9pm. Perhaps Sunday evening 6-8pm. = approximately 48 open hours.

Timeline for implementation – largely dependent on funding – hopefully ready by next fall?

Funding – JK shared segregated fees were not for building or renovations, but for student workers and supplies; cannot use work-study during the summer? Also hope to request funding from ITC subgroup of Student Senate

Makerspace Exploration Task Force

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April 4 2017

* **Meeting scheduling**: Meetings should occur every other week. Estimate of 3 more meetings before the end of the semester.
* **Action Item Review**: Reviewed some suggested areas of interest for the “Sales Pitch” portion of our tasks. Current examples will be added to the document on the shared directory. Feel free to continue to expand on this area.
* **Deliverables:** Discussed options for the format of the final pamphlet. Erin K. will create a mock up for layout review.Suggested format is for an informational section describing a makerspace on the front, then examples/images on the other side to reinforce our message and demonstrate the possible opportunities available.
* **Reviewed Scope and Tools Document:** Discussed the purpose of the document and its layout. Roxanne B. will review the layout to a more logical grouping of listed items. Tools should be used in either multiple areas, and areas should be focused on tasks that can be performed with items available in the makerspace from start to finish (Not reliant on outside/student provided resources).

Meeting adjourned at 9:58am.

**Action Items: Choose Your Own Adventure**

This week’s action items are to try to flesh out some of the leg work necessary to come up with a finalized project. If members could take some time over the next couple of weeks to accomplish some of the below tasks, it would be appreciated.

1. Think up some more names to choose from
2. Add some events to the list
3. Look for a picture that helps express in some way the nature of the makerspace to those unfamiliar with its purpose (students collaborating on a project, 3D printing, costume creation) and save it for use in the pamphlet
4. Research budget items and add them to the document and the source to the quotes folder

Makerspace Meeting Minutes

5/2/17

Guest attendee: JM, Interim Director of Libraries

JM joined us to discuss possible avenues of funding for the Makerspace, methods to promote the space, and some of the roadblocks we can expect going forward.

* Grants: Meeting with ORSP to discuss possible grants applicable
* Foundation: Possible source of startup funding
* ITC: Most likely source of operational budget, and may be a good source for part of the initial startup costs

The foundation was a large source of the funding and motivation of facilities in accomplishing the new BlueGold radio station equipment. They used a Go-Fund-Me style fundraising technique with alumni.

Timeline: Summer 2018 most likely implementation. Facilities is booked until fall at a minimum, and gathering funding could be slow.

Garner Support: Suggestions that we create smaller, easily moved projects to introduce the concept of the makerspace to the campus community. These “pop-up” booths could be located at other events with some of the flyers. After Dark and The Foster Gallery’s quilting show would make good test venues.  
**Action Item:** Review our list of suggested programming for any applicable to smaller, on-site outreach projects.

Campus Availability: This roadblock could present itself as a source saying resource X is already available from department Y. In this scenario, we can emphasize the democratization of materials and resources provided by the library. Department Y may provide these resources to 50 students, but the library can offer them in a safe, easily accessible space for 10,000 students.

Campus Student Orgs: Can we build a closer relationship to the student groups on campus. This would help us build a student body with knowledge of us and where we are. SACM, the Physics club, theatre/costuming?

Tie in Academics: Another area of discussion was to research books and articles the library may procure that demonstrate the academic side of a makerspace. Make magazine was one suggestion.  
**Action Item:** Review published materials for any that may be good to add to the library’s collection that tie academia to the makerspace.

FYE: This would be a good group to build a relationship with to attempt to broaden our student outreach.

Departmental Visits: Contact different departments across campus to discuss the makerspace in person. This level of outreach could be best accomplished in the early part of the fall semester, and could aim at explaining what a makerspace is and asking for feedback on how to tie it into specific class sections.  
**Action Item:** notify DH if you would be comfortable running an informational session for departments across campus, sharing what a makerspace is, fielding any questions, and seeking faculty input on ways to tie the makerspace to their classroom. This can be fairly informal, but we should know before we wrap up the taskforce’s primary mission.